BY ORDER OF THE COMMANDER
AIR FORCE RESERVE

AIR FORCE MANUAL 37-126, 10 February 1995
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Information Management

PREPARING OFFICIAL COMMUNICATIONS

This manual interfaces with AFPD 37-1, *Air Force Information Management,* and states the procedures for preparing communications in both manual and automated environments. Major commands (MAJCOM) (includes field operating agencies [FOA], and direct reporting units [DRU]), will send copies of supplements to SAF/AAIQ, 1610 Air Force Pentagon, Washington DC 20330-1610.

(AFRES) This supplement implements and extends the guidance of Air Force Manual (AFMAN) 37-126. The AFMAN is printed word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRES)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

★*SUMMARY OF REVISIONS*

This revision authorizes use of the official memorandum to conduct official business outside the government with vendors or contractors when the personal letter is inappropriate (paragraph 3.1.1); deletes "ACTION or INFORMATION MEMORANDUM" from the SUBJECT line, and incorporates AFP 37-148, *Air Force Effective Writing*, into AFH 37-137, *The Tongue and Quill*. A ★ indicates revisions from the previous edition.

(AFRES) This revision incorporates the procedures formerly in AFR 10-1/AFRES Sup 1, 27 July 1990, and aligns our supplement with current instructions within AFMAN 37-126.

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Chapter 1

ADMINISTRATIVE COMMUNICATIONS MANAGEMENT

1.1. Formats Peculiar to the Air Staff. The Air Staff uses formats for some types of correspondence, such as personalized letters and official memorandums, which differ from those prescribed in this manual. These formats are unique to the Air Staff and normally are used for correspondence within the Air Staff, Office of the Secretary of the Air Force, Office of the Secretary of Defense, and individuals or agencies within DoD located in the Washington

DC area. Air Force Headquarters Operating Instruction 37-126, *Correspondence Preparation Procedures*, outlines Air Staff instructions for those forms of correspondence.

1.2. Terms Explained:

1.2.1. Administrative Communication. Any official item sent between organizations or individuals relating exclusively to the business of the US Government. Electronic mail (E-mail) supplements, but does not replace, existing administrative communication systems such as the US Postal Service, the Base Information Transfer System (BITS), Defense Switched Network (DSN), or the Automatic Digital Network (AUTODIN) messaging system.

1.2.2. Correspondence. A letter, memorandum, memorandum for record, report, meeting minutes, or staff study. It does not include standard publications, periodicals (covered in AFI 37-160, volume 4, formerly AFR 5-7), administrative orders (covered in AFI 37-128, formerly AFR 10-7), decoration award elements (covered in AFI 36-2806, formerly AFR 900-48), formats for special reports, or operation plans.

1.2.3. Correspondence Management. Preparing, processing, and dispatching correspondence.

★**1.2.4. Effective Writing.** Effective writers are needed to produce clear, concise, logical writing which reflects well-developed thought and good management. Professional Military Education (PME) instructors must teach effective writing as a definitive part of the curriculum; a self-paced effective writing course is available in AFH 37-137, *The Tongue and Quill* (formerly AFP 4-19) which incorporates Air Force Effective Writing Course (formerly AFP 13-5).

1.3. Writers' Responsibilities. Writers are responsible for the clarity and brevity of their correspondence.

★1.3.1. Use this manual and AFH 37-137 when preparing correspondence.

1.3.2. Protect and mark any classified information in your correspondence according to DoD Regulation 5200.1-R/ AFI 31-401, *Information Security Program*.

1.3.3. Comply with AFI 37-131, *Air Force Freedom of Information Act Program* (formerly AFR 4-33), if you include "FOR OFFICIAL USE ONLY" information, and refer to AFI 37-132, *Air Force Privacy Act Program* (formerly AFR 12-35), if the Privacy Act applies.

1.3.4. Check Joint Pub 1-02, *DoD Dictionary of Military and Associated Terms*, and AFMAN 11-1, *Air Force Glossary of Standardized Terms*, for correct terms and usage.

1.3.5. Use AFDIR 37-135, *Air Force Address Directory*, and AFMAN 37-127, *Air Force Standard Functional Address System* (formerly AFR 10-6), for correct mailing addresses and functional address symbols (FAS).

1.3.6. Distribute correspondence on a need-to-know basis.

1.3.7. Conserve paper (bond and manifold). When possible, use backs of scrap paper for drafts and interoffice memos.

1.3.8. Use the telephone for routine matters. (You can record the inputs on your record copy of the final correspondence.)

1.3.9. Unless it is critical, do not ask for negative replies, and do not acknowledge receipt of negative replies.

1.3.10. Call or use an AF Form 74, **Communication Status Notice/Request**, instead of a formal memorandum to check the status of an action (see paragraph 7.3).

(HQ AFRES only) Include legible original copies of background material, when possible, for all correspondence going to the command office.

1.3.11. Use caution when highlighting material to be copied or microfilmed, since highlighters may obscure the print.

1.3.12. Use E-mail whenever possible.

1.3.13. Comply with procedures in AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency and Air Force Information Collections* (formerly AFR 4-38), if you request information that requires licensing under Public Law 96-511, *The Paperwork Reduction Act*.

1.4. Information Management Staff Responsibilities. Information management staff, administrative personnel, and staff officers are responsible for complying with formats prescribed by this manual. Where practical, information prepared on a computer system and likely to be reentered into another computer system should be sent to the recipient in ASCII format, magnetic media, or electronically to reduce the amount of rekeying of information.

1.5. Suspense Actions:

1.5.1. Set realistic time limits for answering priority and routine correspondence. Establish a suspense only when you need a reply by a specific date, and notify the action agency of the suspense date as early as possible.

1.5.2. Control suspenses at all offices tasked with answering correspondence. Call or use an AF Form 74 if your reply is delayed.

(AFRES) Action offices should appoint at least one individual as the suspense control monitor to maintain either an automated or a manual system.

1.5.3. You may use an automated system or an AF Form 388, **Communication Control Record**, to control suspense actions.

(AFRES) Use AF Form 388, or AFRES Form 53, Recurring Suspense Control, attachment 6, to control on-going suspenses and recurring reports if manual system is used.

1.6. Coordination Process: (HQ AFRES only) Directorates are responsible for properly coordinating with the command office, other affected staff offices and agencies. Attachment 7 lists command office special interest subjects. Action offices notify the Command Office upon receipt of written communications of this nature.

1.6.1. Coordinate by telephone when possible. Coordinate with offices affected by proposed action during the draft stage to keep from revising the final version.

1.6.2. Indicate coordination at the bottom or in the right margin of the top page of correspondence and not in the upper right-hand corner on incoming correspondence. The upper right-hand corner is used for the file code (AFMAN 37-123, formerly AFR 4-34).

1.6.3. (Added)(HQ AFRES only). Command Office Signatures. See attachment 8 for a list of written communications requiring command office signature.

Chapter 2

STATIONERY STANDARDS AND USES

2.1. Paper Standards. Use 8 1/2- by 11-inch paper. AFI 37-162, *Managing the Processes of Printing, Duplicating and Copying*, describes the composition, quality, and weight of various paper types.

2.1.1. Original Page. Use white letterhead stationery (printed, typed, or computer-generated) for the first page of a memorandum, staff study, report, or minutes of a meeting. Use plain white paper for continuation pages. (See paragraph 2.4 for computer-generated letterhead.)

2.1.2. Copies. Use white manifold tissue, reproduced copy, or computer-generated document for information or convenience copies. Commands may permit the use of reproduced copies or computer-generated documents for the record/coordination copy.

2.1.3. Paper Quality. Stationery is produced from recycled paper that has at least 25 percent cotton or rag content. The recycled logo is shown in the watermark. Stationery standards are defined in the *Federal Information Resources Management Regulation (FIRMR)*, Subpart 201.45.4 and AFI 37-162. Paper quality must not exceed the following:

Item	Paper Color	Grade	Pounds
Letterhead	White	50% rag or 25% rag	16 20
Continuation	White	50% rag or 25% rag	16 20
Manifold	White	25% rag	9

2.2. Standard Letterhead. There are two types of letterhead (printed and computer-generated). Originators decide which type of letterhead is appropriate for the subject correspondence.

2.2.1. Format. Use only the letterhead formats discussed in paragraph 2.3 and paragraph 2.4.

2.2.2. Exceptions. Submit any exceptions to the specified standards through MAJCOMs to SAF/AAIQ.

2.2.3. Use. Use printed letterhead at any level, if the quantity needed justifies the printing cost. MAJCOMs may direct the use of printed letterhead for headquarters and subordinate units. MAJCOMs may authorize letterhead below wing level if the quantity needed justifies the printing cost or other circumstances warrant. Any unit without its own letterhead should use its parent unit's letterhead stationery and identify its organization and functional address symbol (FAS) in the "FROM" caption. The unit also may type its own letterhead on bond paper as discussed in paragraph 2.4.

2.3. Printed Letterhead. Print the letterhead and seal using either reflex blue or black ink (see figure 2.1). Commands may elect to use generic 2-line command letterhead, eliminating the geographical location from the heading, for command-wide use. If the geographical location is omitted from the heading, it will be typed after the "FROM" element along with the text (see figure 3.1).

(AFRES) AFRES units use generic 2-line command preprinted or computer generated letterhead. Preprinted letterhead can be obtained through AFRES Publications Distribution Office (PDO) channels.

2.3.1. Seal. The Department of Defense (DoD) seal is 1-inch in diameter. Place the seal one-half inch from the upper left and top edge of the paper. Any other emblem, decorative device, or distinguishing insignia may not be used in addition to or in place of the DoD seal.

2.3.2. Organization Name and Address. Center the letterhead using no more than four lines:

2.3.2.1. First Line. DEPARTMENT OF THE AIR FORCE. Center this line; leave five-eighths inch space at the top of the sheet. Print it in 12 point, lowercase, copper plate, heavy plate, or equivalent.

2.3.2.2. Second Line. Center the name of the organization as shown in the G-series special order that established it. Print it in 10.5 point, lowercase, copper plate, heavy plate, or equivalent. If G-series orders do not exist, the MAJCOM/IM decides wording for the second line.

2.3.2.2.1. Put the word HEADQUARTERS before the organization's name only if it appears in the activation order.

2.3.2.2.2. Show the organizational name in all capital letters on printed letterhead and in upper and lowercase when typing letterhead. If there are more than fifty characters in the name, you may use an additional line.

2.3.2.3. Third Line. If used, center the location without the zip code on this line. Print it in 10.5 point, lowercase, copper plate, heavy plate, or equivalent. The bottom of the third line of print should be 1 1/16 inches from the top of the sheet. If your unit is overseas, do not show the APO or FPO number and a geographical location together. You may use the two-letter state abbreviation or write out the state. Punctuation will not be used in the last line of the address element. Here is the correct way to place information on letterheads:

See figure A5.1 for formats.

2.3.3. Optional Items. (Fold marks and typist guidelines). If you use them, print them in half-point rules (see figure 2.1).

2.3.3.1. Fold marks are guides for judging typing space and for folding the paper in three equal parts.

2.3.3.2. Typist guidelines warn the typists that they are near the 1-inch bottom margin.

2.4. Computer-Generated Letterhead:

2.4.1. Purpose. Allows for the use of continuous form paper and high production rates. Enables functions within an organization with the system capability to generate their own letterhead stationery. The print must be of correspondence quality (dot matrix letter quality is acceptable.)

2.4.2. Use:

2.4.2.1. You may design and use computer-generated letterhead exactly as printed letterhead when the output satisfies all specifications in paragraph 2.3; i.e., accurate representation of DoD seal and print-format standards. You may include the organizational name, street address, city/base, state, and ZIP + 4 code, centered, using no more than four lines.

2.4.2.2. If the computer-generated letterhead does not meet all the specifications in paragraph 2.3, use is restricted as follows:

2.4.2.3. Only use it for correspondence within the DoD.

2.4.2.4. Such correspondence will not be prepared for the signature of the Secretary or Deputy Secretary of Defense, or Executive Secretary of the DoD.

2.4.2.5. Other seals, emblems, decorative devices, distinguishing insignia, logos, or mottos will not be used.

2.4.2.6. Stationery size must conform to that required for printed letterhead.

2.4.2.7. The composition of such letterhead must comply with paragraph 2.3.2. However, you may also include the organizational name, street address, city/base, state, and ZIP + 4 code. You may use regular computer-generated letterhead in all one size print. (Computer-generated letterhead does not require 12 and 10.5 print.)

2.4.3. Format. Identify the function using the same terminology as approved in organizational designation documents. Center the name of the function below the organization.

2.5. Dot Matrix Printers. Dot matrix printers may be used for computer-generated letterhead and official correspondence if the print is correspondence quality. Consider the addressee and purpose of the communication in determining whether the quality is appropriate. (***NOTE:*** Some directives may prohibit use of dot matrix; i.e., preparation of decoration award elements, AFI 36-2806.) The print should be neat, easy to read, and present the appearance of a continual line. For existing equipment, the following checklist should help in judging whether or not the print is correspondence quality:

2.5.1. Letters should not be easily confused, such as an "s" for "e" or a "g" for "q."

2.5.2. All letters should appear solid rather than broken.

2.5.3. Underlining a word should not make it illegible.

2.5.4. Letters such as "y" "q" "p" and "j" should appear with true full descenders so the descender extends below the type body.

2.5.5. Adjacent characters should not touch except when using script or cursive fonts.

2.6. HQ USAF Letterhead. HQ USAF offices use this stationery, as do certain FOAs when their commanders function as members of the Air Staff.

2.7. Letterhead for DoD Programs and Activities. When the Department of the Air Force is the executive agent for DoD-directed programs, the letterhead format is the same as in paragraph 2.3; do not show DEPARTMENT OF THE AIR FORCE on the top line for DoD programs or joint activities. Use this layout instead:

2.7.1. First line. The name of the program as shown in the DoD directive.

2.7.2. Second line. The location. If you need further guidance, contact SAF/AAIQ, but usually the format looks like this:

See figure A5.2 for format.

2.8. Slogans. MAJCOMs and FOAs may permit use of slogans on official memorandums and personalized letters. Slogans will:

2.8.1. Represent the mission of the organization.

2.8.2. Be easy to understand.

2.8.3. Not be offensive.

2.8.4. Meet printing specifications (printed approximately 1/2-inch from bottom of page).

2.9. Logograms (Logos). DoD Instruction 5330.2, *Specifications for DoD Letterheads*, prohibits use of logos on stationery. OSD will only grant waivers for programs of Air Force-wide importance and applicability, such as the Air Force Fiftieth Anniversary of World War II logo. Submit such requests to SAF/AAIQ for staffing with OSD, Washington Headquarters Services, Support Services Division. You may use existing logo stationery until all supplies are exhausted.

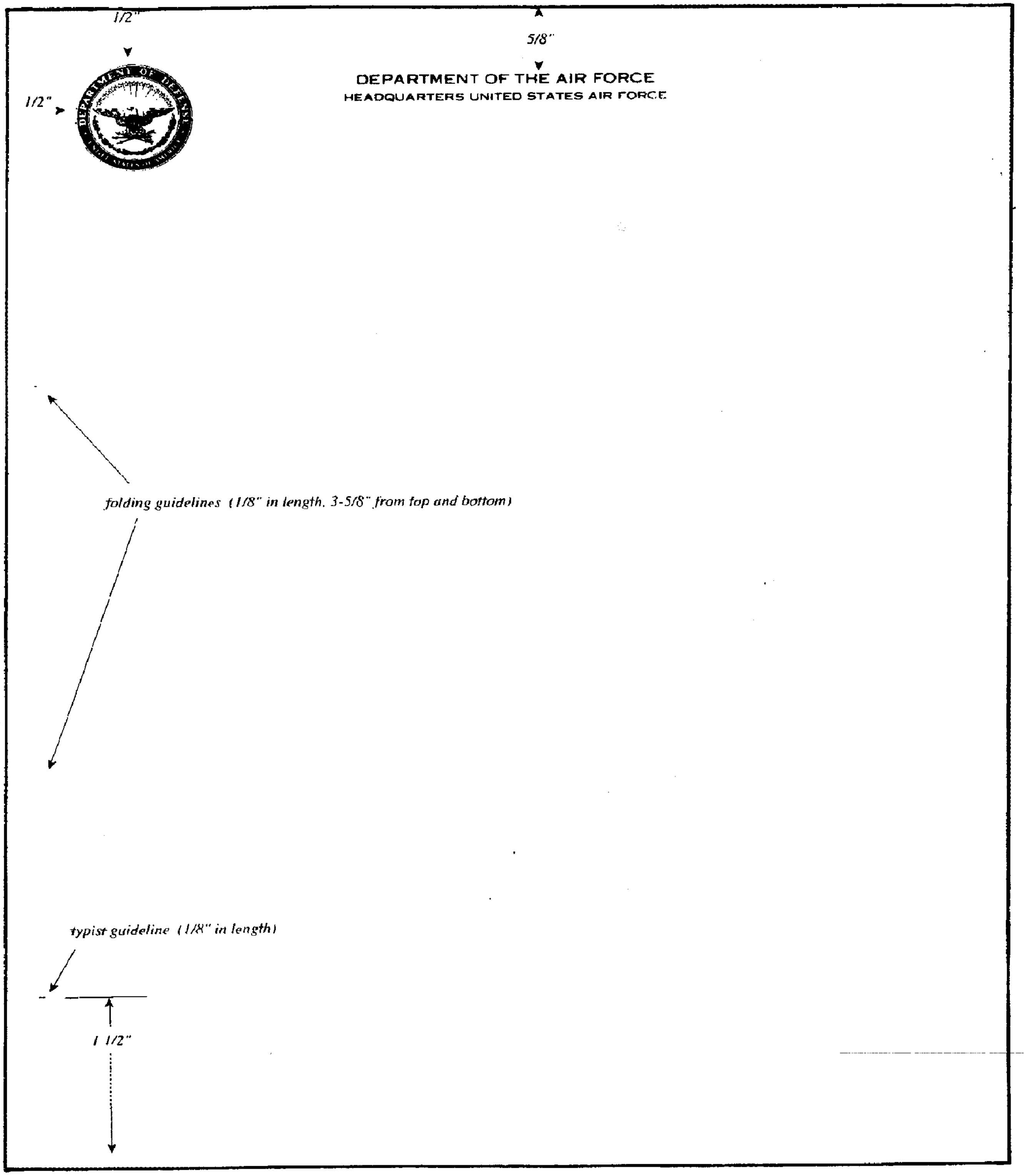

1/2"
5/8"
1/2"
DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
folding guidelines (1/8" in length, 3-5/8" from top and bottom)
typist guideline (1/8" in length)
1 1/2"

Figure 2.1. Design of Official Stationery.

Chapter 3

THE OFFICIAL MEMORANDUM

3.1. General Rules:

★3.1.1. Memorandums are used to communicate with all DoD agencies, to include Joint Chiefs of Staff, unified and specified commands, and other Federal agencies. They are also used to conduct official business outside the government with vendors or contractors when the personal letter is inappropriate.

3.1.2. Use the stationery formats specified in chapter 2.

3.1.3. Type or print only on one side of the paper using black or blue-black ribbon.

3.1.4. Correct minor typographical errors on all correspondence, but it is not necessary to redo routine correspondence to correct a typographical error, word omission, or other minor error that does not change the writer's intent. Correct these errors neatly and legibly in ink. Redo correspondence to correct a minor error only when the correction is sufficiently important to justify the time, purpose, and expense.

3.1.5. See DoD Regulation 5200.1-R/AFI 31-401 for the necessary markings on classified correspondence.

3.1.6. See figure 3.1 for complete instructions on preparing an official memorandum.

3.2. Heading Format:

3.2.1. Letterhead. Formats for printed letterhead are covered in chapter 2.

3.2.2. Captions:

★**3.2.2.1. MEMORANDUM FOR.** Type in all caps (no abbreviations), four lines below the date or fourteen lines from the top of the page. (***NOTE:*** If you do not use the DoD seal on your computer-generated letterhead or are using plain bond paper, begin the "MEMORANDUM FOR" caption approximately eleven line spaces from the top of the paper, paragraph 3.2.3.) For short communications, you may center the memorandum on the page by adjusting the lines below the printed letterhead.

3.2.2.1.1. Use abbreviated organizational code, FAS, title, or name (all in caps). After title or FAS, name may be typed in parentheses. This would eliminate need for "ATTENTION" line. If ATTENTION or THROUGH line is used, type "ATTENTION:" or "ATTN:" or "THROUGH:" or "THRU:," in all caps, 1 line after MEMORANDUM FOR caption. Align under addressee. Example:

See figure A5.3 for format.

3.2.2.1.2. Prepare a multiple-address memorandum when you are sending the same memorandum to several offices. Circle, underline, or highlight each addressee's copy. Be consistent and use the same format throughout. Example:

See figure A5.4 for formats.

3.2.2.1.3. Prepare an "IN TURN" memorandum when you want to send the same copy to several addressees in sequence. Align "IN TURN" under the first word in last addressee.

★3.2.2.1.4. Use categorical address when you frequently send correspondence to the same addresses. See attachment 4 for information on categorical addresses.

(HQ AFRES only) A list of authorized categorical addresses is included in attachment 9. HQ AFRES/IMA can approve and add additional categorical addresses to this supplement. Prepare administrative communications dispatched outside HQ AFRES according to DOD 4525.8-M and DOD 4525.8M/AF Sup 1.

3.2.2.1.5. When your address listing is too long to list in the heading, place the distribution list on a separate page and attach it to the memorandum. The element would be: MEMORANDUM FOR SEE DISTRIBUTION. If you choose to list the offices, type them after the "MEMORANDUM FOR" element, or two lines below last attachment (if used), or where "cc:" (courtesy copy) element (if used), or where the attachment element would begin (if attachment and "cc" element are not used). Use methods that enhance clarity and paper conservation in distributing correspondence.
NOTE: Organizations may establish and publish distribution codes or lists to satisfy internal distribution requirements. If they establish them, they must provide the list to the Base Information Transfer Center (BITC) and keep the list current.

★**3.2.2.2. FROM:** Type in all caps, two line-spaces below the last line of the MEMORANDUM FOR caption. The FROM element should contain the full mailing address of the function originating the correspondence so that addressee recipients may easily prepare and address return correspondence. The first line will include the organization abbreviation and FAS. If you include contact names, E-mail addresses, fax numbers or phone numbers, place them in the last paragraph. The next lines of the FROM caption will indicate the delivery address (street or PO box number), room or suite number, and then the city, state, and ZIP + 4 line. If the complete mailing address is included in the heading, show only the organizational abbreviation and FAS in the FROM element (see paragraph 2.4.2.1). If the addresses for the memorandum are all located on the same installation as the originator, the FROM element need only include the organization abbreviation and FAS. Separate the organizational designation from the FAS with a diagonal slash. See AFDIR 37-135 for abbreviated organization designations and AFMAN 37-127 for FASs.

3.2.2.3. SUBJECT: Type in all caps (no abbreviations), two line-spaces below the last line of the FROM caption. Be brief and clear. Capitalize the first letter of each word except articles, prepositions, and conjunctions. If you need a second line, begin it directly under the first word of the subject.

3.2.2.3.1. If you refer to an earlier communication to or from the addressee on the same subject, or to another communication or a directive, cite it in parentheses immediately after the subject. Example:

★SUBJECT: PACAF Work Center Standard (Our Memo, 3 Jun 94)

3.2.2.3.2. If you have two or more references, list them three lines below the subject. Send a copy of the referenced communication if you feel the reader may not have it. See paragraph 3.3.7.

3.2.2.3.3. You may include a suspense date in the subject line by typing SUSPENSE or SUSP followed by a colon and the date after the subject title (paragraph 3.3.8). Example:

★SUBJECT: AETC Letterhead Stationery (SUSPENSE: 3 Jun 94)

3.2.2.3.4. If the communication supersedes a previous communication, you may place the supersession statement in the subject line. Use "S/S" to indicate supersession. Example:

★SUBJECT: Appointment of OJT Monitor (S/S Our Memo, 23 Jun 94)

3.2.2.3.5. If you write about an individual who is not the addressee, include their rank and full name in the subject line. If you refer to the person again in the body of the memorandum, use only the rank and surname.

3.2.2.3.6. When you write about several individuals, state their full names and ranks in the body the first time the names appear. Do not include names in the subject when writing about two or more individuals.

3.2.3. Plain Bond Paper. Type your MEMORANDUM FOR captions along the left margin approximately eleven lines from the top of the sheet. Organizations with their own letterhead may use plain bond paper where practical and appropriate.

3.2.3.1. For on-base correspondence (if Postal Service is not performing direct deliveries):

MEMORANDUM FOR 375 AW/CCE
FROM: 351 MW/CCE
SUBJECT: Plumbing in Dining Hall

3.2.4. Date. Type or stamp the date on the right side of the memorandum ten lines from the top of page about 1 inch from the right margin. Indicate the date in the format of day, month, and year; for example, 6 Jun 94 or 6 June 1993, though 6 Jun 1993 is acceptable (see figure 3.1). Unless the date of signature has legal significance, date the original and all copies of the correspondence at the time of dispatch. However, you should date correspondence prepared for reproduction with the date it will enter the distribution system. For example, if it takes 3 workdays for duplicating and 1 workday for the completed job to reach the BITC, move the date ahead 4 workdays.

3.3. Text of a Memorandum. See figure 3.1.

3.3.1. Margins. For the average memorandum, leave approximately 1-inch margins on the left, right, and bottom (see figure 3.1, item 5). When typing on letterhead, use these guidelines:

20 lines or more	1-inch margins
10-19 lines	1 to 1 1/2-inch margins
1-9 lines	1 1/2 to 2-inch margins

3.3.2. Spacing:

★3.3.2.1. Begin the first line of the text two line spaces below the SUBJECT or references(s).

3.3.2.2. Single space the text, but double space between paragraphs and subparagraphs. You may double space the text of a one paragraph memorandum less than eight lines.

3.3.2.3. Type or stamp the signature element on the fifth line below the text.

3.3.3. Paragraphing:

★3.3.3.1. Number and letter each paragraph and subparagraph (unless under the jurisdiction of HQ USAF HOI 37-126, which requires indented paragraphs without numbers).

3.3.3.2. A single paragraph is not numbered.

3.3.3.3. Indent subparagraphs four spaces and number or letter them in sequence.

3.3.3.4. Use the following format to subparagraph short sentences or phrases of a half line or less:

Example: This format has several advantages: (a) it's compact, (b) it highlights ideas, and (c) it saves typing space.

3.3.4. Punctuation. Use conventional rules of English grammar. See AFH 37-137 for specific applications.

3.3.5. Word Division. If you need to divide a word, separate between syllables (see AFH 37-137).

3.3.6. Quotations:

3.3.6.1. Short Quotation. Type it in the text if it is five lines or less. Use double quote marks and single, if needed: "This manual states, 'You may double space the text of a one-paragraph memorandum that's less than eight lines long.'"

3.3.6.2. Long Quotation. Type quotations that are six lines or longer two line spaces below the text as follows:

(See figure A5.5 for example.)

NOTE: When quoting numbered paragraphs from another document, state the source and paragraph numbers in your text.

3.3.7. References. If not already identified in the subject line (paragraph 3.2.2.3.1), cite references in the text two lines below the subject. Example:

(See figure A5.6 for example.)

★3.3.7.1. Identify each communication you reference by organization of origin, type of communication, date, and subject.

3.3.7.2. Indicate "(NOTAL)" after the reference cite if not all addressees received the referenced item. Example: HQ AETC/IMA Memo, 5 Jul 94, Change in Regulation (NOTAL).

3.3.7.3. State the author's name, publisher, publication title and date, and the paragraph or page number if you reference a commercial publication.

(See figure A5.7 for formats.)

3.3.7.4. Attach a copy of any document you reference, or instructions for obtaining it, if you feel the reader may not have it.

3.3.8. Suspense Dates. When you include a suspense date in your letter or memorandum, emphasize it either by placing it in a separate paragraph or by capitalizing the words "SUSPENSE" or "SUSP" in the subject line followed by a colon and the date (paragraph 3.2.2.3.3).

3.3.9. Continuation Pages. Use plain bond paper.

3.3.9.1. Numbering the Pages. A one- or two-page memorandum or the first page of a multiple-page memorandum is not numbered.

3.3.9.1.1. Number the continuation pages starting with number 2.

3.3.9.1.2. Place the page number four lines from the top of page, allowing 1-inch right margin on second and succeeding pages.

3.3.9.1.3. Number the continuation pages of each attachment in a separate sequence.

3.3.9.2. Typing the Text. Begin typing the text of the continuation page four lines below the page number. Type at least two lines of the text on each page.

3.3.9.2.1. Avoid dividing a paragraph of less than four lines between two pages.

3.3.9.2.2. A signature element may not be placed on a page by itself.

★3.3.10. Identifying Point of Contact. Indicate the name and phone number of a point of contact in the text of the correspondence, normally in the last paragraph.

3.4. How To Close a Memorandum:

3.4.1. Authority Line. Type in all caps, two line-spaces below the last line of the text and flush with the signature element. It consists of the words "FOR THE COMMANDER" unless the head of the organization has another title like commander in chief, superintendent, or commandant. It informs readers that the person who signed the document acted for the commander, the command section, or the headquarters.

3.4.1.1. Use the authority line in three general situations:

3.4.1.2. When a commander's designated representative for a specific action signs the document.

3.4.1.3. When a document represents the commander's position or the coordinated position of the headquarters staff.

3.4.1.4. When staff members sign documents which direct action or announce policy within their area of responsibility.

3.4.1.5. An authority line is not used on correspondence that:

3.4.1.6. The commander (or head of the organization) signs.

3.4.1.7. The deputy or vice commander signs when the commander is temporarily absent from his/her place of duty (TDY, etc.) unless command action is required by regulation or law and requires an indication of delegation.

3.4.1.8. Expresses opinions of units, directorates, divisions, offices, or branches that are stated as such.

3.4.1.9. Is addressed outside the DoD.

3.4.2. Signature Element. Type or stamp the signature element at least three spaces to the right of page center, five lines below the authority line; if there is no authority line, five lines below the last line of text. Show the name in capitals, grade and service if military on the first line, duty title on the second line, and name of the office or organization level on a third line (if not announced in the heading). Avoid using legal, educational, or ecclesiastical degrees or titles. If a part of the signature block is so long that it exceeds the length of the line, indent two spaces on the second line. ***NOTE:*** Civilians may include their grade in their signature block.

(AFRES) Reservists on active duty tours of less than 30 days use the service component "USAFR" in the signature element. Those serving active duty tours of 30 days or more, including statutory tours, use "USAF" in the signature element.

3.4.2.1. Type or stamp the name the way the person signs it.

3.4.2.2. If dual signature is required, type the senior ranking official's name to the right, with the junior member's signature block flush left.

3.4.2.3. Use AFI 37-121, *Authentication of Air Force Records* (formerly AFR 4-9), for questions concerning authentication of all Air Force documents and use of seals instead of signatures.

3.4.2.4. Limit the signature element to three lines if possible; however, if more than three lines are used, follow the example below. Here are some samples of typical signature elements:

For an officer:

JUSTIN C. LOWE, 1st Lt, USAF
Commander

YVONNE L. ROLAND, 2d Lt, USAF
Chief of Personnel

THOMAS A. MOORE, Maj, USAF
Chief, Information Management Division
Directorate of Information Management

C. K. POWELL, Lt Col, USAF
Chief, Staff Communications and Analysis Division
Directorate of Curriculum

TIMOTHY G. HANSON III, Col, USAF, DC
Base Dental Surgeon

For a noncommissioned officer:

RAYMOND L. KENNEDY, CMSgt, USAF
Chief, Information Management Branch
3400th Training Group

For a civilian:

RICHARD A. KIENZLE
Chief, Employee Programs Division
Directorate of Civilian Personnel

SUSAN L. BASS, GS-12
Chief, Information Communications Policy
Directorate of Information Management

NOTE: Medical service officers should use their medical designations in their signature blocks (MC, DC, BSC, NC).

3.4.2.5. Sign correspondence only with permanent black or dark blue ink. Use black typewriter/printer ribbons and black ink for rubber stamps or signature facsimile equipment.

3.4.2.6. Use the term "Acting" before the duty title of a staff position if the incumbent is absent or if the position is vacant. You may not sign "for" or "in the absence of."

3.4.2.7. The term "Acting" is not used in any command capacity or where prohibited by law or statute (see AFI 37-121 and AFI 51-604 formerly AFR 35-54).

3.4.2.8. You may type or stamp the signature element after you are sure who will sign the correspondence.

3.4.2.9. Sign all action copies for addressees shown in the MEMORANDUM FOR caption.

3.4.3. Attachment Element:

★3.4.3.1. Type "Attachment(s):" at the left margin, ten lines below the last line of text or three lines below the signature element. No abbreviation or number designation is used (see figure 3.1).

3.4.3.2. If there is more than one attachment, list each one by number in the order you refer to them in the memorandum.

3.4.3.3. Describe each attachment briefly. Cite the office of origin, the type of communication, the date, and the number of copies (in parentheses) if more than one. For classified attachments, also show (in parentheses) the assigned classification symbol.

Attachments:
1. HQ USAF/SC Memo, 2 May 94 (U)(2)
2. 380 FMS/CC Msg, 232300Z May 94(NOTAL)
3. HQ USAF/SP Memo, 3 May 94(S)

NOTE: Include the subject of the attachment if information addressees will not receive copies of attachments or if subject is not already referenced in text.

3.4.3.4. Note on the original memorandum if you are sending an attachment separately. Also send a copy of the memorandum when you send the attachment. For example:

Attachments:
1. AFI XX-XX, 26 May 94
2. AFI XX-XX, 24 May 94 (sep cover)

3.4.3.5. Attachment listings are not divided between two pages. If the listing is longer than the space allows, list the attachments on a separate page or pages; for example, "Attachments: (listed on next page)." Then list the attachments beginning with number one on the next page.

3.4.3.6. Attachments are not described with general terms or abbreviations such as "as stated," "as described above," or "a/s."

3.4.4. Information Copy Distribution Instructions. If information copies are sent to activities other than to addressee:

3.4.4.1. Type "cc:" at left margin, two lines below the attachment element; if there is no attachment element, type the distribution listing in its place. List names or organization designation and FAS of offices to receive copies one below the other as shown in figure 3.1. If an information copy is sent to other than the primary addressees without including the attachments, indicate such by adding "wo Atch" at the end of the "cc:" element. For example:

cc:
HQ AETC/DP wo Atch
HQ USAFE/DP Atch 2 only
HQ PACAF/DP (Atch under sep cover)

3.4.4.2. Circle, underline, or highlight the organization designation to indicate the recipient.

3.4.4.3. If information copies of a memorandum are not signed, write or stamp "signed" with black or dark blue ink above the signature block.

3.4.4.4. The internal distribution of information copies will not appear on the original (or courtesy copy) if it is going outside your activity. However, if one addressee must know if another received an information copy, or if correspondence is multiple-addressed and is reproduced, then you may show the distribution.

3.4.4.5. If you use manifold tissue courtesy copies, type or stamp your unit's designation at the top of the first page.

3.4.5. Optional Automated File Designator (AFD) Element. You may place the AFD element with the storage location for data stored on disks or other magnetic media on the original or file copy to help locate stored data. Type the AFD in an area that will best suit your needs, for example the upper left-hand corner or the bottom of the page. If you type the AFD on the original document, type it two spaces below the information copy distribution element. The AFD element is not placed in the upper right-hand corner of the file copy; this corner is used for file coding. Contents of the elements should be based on the user's needs and the system being used. The element may include items such as the file name, typist's initials, and number or title of the disk. You may also include an AFD in the identification line on the original of talking, position, and bullet background papers.

3.5. Typeset Correspondence. Correspondence for a large audience (such as a memorandum to ALMAJCOM-FOA) may be typeset. The following items apply for typeset memorandums:

3.5.1. Appropriate letterhead must be used as with other official correspondence.

3.5.2. The full range of typesetting capabilities may be used, including but not limited to double-column format, italics, bold type, variable spacing, boxed inserts, and screened backgrounds to help communicate your ideas.

3.6. Record or Coordination Copy. This is the official record for your office files, so it must be completely legible. Type or write additional information of value only to the office of record on the record or coordination copy.

3.6.1. Showing Coordination. Type or write the organization abbreviation and FAS of each office that should coordinate across the bottom or the right side of the record copy. The coordinating officials enter their last name and date.

3.6.2. Showing Internal Information Copy Distribution. List all internal information distribution on the record copy unless it's listed on the original.

3.6.3. Identifying the Writer. If identifying the writer is of value to the office of record, you may:

3.6.3.1. Place the writer's FAS, name, telephone number, typist's initials, the date the correspondence is typed, and, if desired, the word processor/computer document name/number at the top or bottom margin of the page. Do not repeat the writer's name if the writer signed the correspondence.

3.6.3.2. Use a new identification line, if desired, every time the correspondence is rewritten or retyped. Place the name of the person who rewrote it on the next line followed by the date it was retyped.

3.6.4. Annotating for Magnetic Storage Media. Use the writer identification line (as stated in paragraph 3.6.3.1 and paragraph 3.6.3.2) to show document name, storage location, or file identification for reference and possible revision or reprinting.

3.6.5. Preparing a Memorandum for Record. See AFH 37-137.

3.6.5.1. Write or type on the record copy any other information that should be part of the record. Continue on the back or a separate sheet if you need more space. The writer signs this memorandum for record (MR).

3.6.5.2. Follow the format in AFH 37-137 when you prepare an MR for another office or when you use it as your primary record.

3.7. Attachments to Correspondence. The terms attachment, appendix, annex, and exhibit all mean additional or supplementary material. They indicate relative position within a correspondence package. The first such additions are called attachments, additions to attachments are appendices, additions to appendices are annexes, and so on. You may type or handwrite attachment markings. If possible, use a pencil to allow future renumbering and reuse with other documents.

3.7.1. Marking Attachments:

3.7.1.1. Mark each attachment in the lower right corner as Atch 1, Atch 2, Atch 3, etc.

3.7.1.2. Mark attachments to an attachment as Appendix A, Appendix B, Appendix C, etc.

3.7.1.3. Mark attachments to appendices as Annex 1, Annex 2, Annex 3, etc.

3.7.1.4. Mark attachments to an annex as Exhibit A, Exhibit B, Exhibit C, etc.

3.7.1.5. Indicate on the attachment, appendix, or annex if there are attachments, appendices, annexes, or exhibits to it. Type or write in the same position as on the basic correspondence.

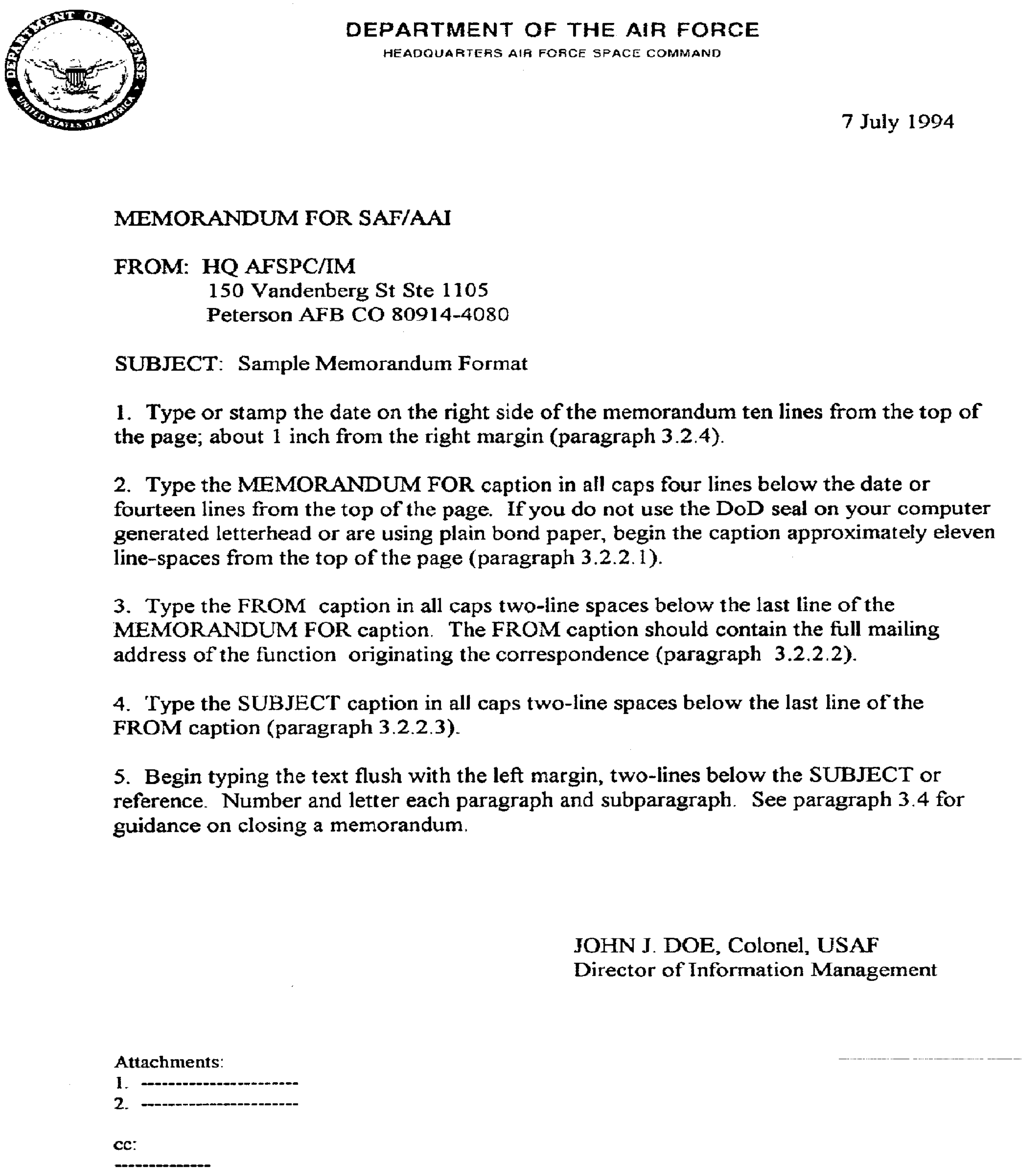
3.7.2. Numbering Continuation Pages and Extra Copies. For multiple page attachments, number the pages of each attachment in a separate sequence. For example: Atch 1 (1 of 3), Atch 1 (2 of 3), Atch 1 (3 of 3). See the example below for marking an attachment when sending more than one copy. Place an additional number (typed or handwritten) to the right and slightly above the attachment letter or number to indicate that the copy is the first, second, third, etc.

3.7.3. Attaching Tabs. Position the first tab at the lower right corner. Position the next tab slightly higher, etc. (see figure 3.2).

3.7.4. Adjusting Attachment. Fold the attachment to coincide with the size of the correspondence.

3.7.5. How To Assemble Correspondence for Signature and Dispatch. See figure 3.3.

(AFRES) When assembling horizontally prepared attachments, place them so the heading appears at the left side of the page.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE SPACE COMMAND

7 July 1994

MEMORANDUM FOR SAF/AAI

FROM: HQ AFSPC/IM
150 Vandenberg St Ste 1105
Peterson AFB CO 80914-4080

SUBJECT: Sample Memorandum Format

1. Type or stamp the date on the right side of the memorandum ten lines from the top of the page; about 1 inch from the right margin (paragraph 3.2.4).

2. Type the MEMORANDUM FOR caption in all caps four lines below the date or fourteen lines from the top of the page. If you do not use the DoD seal on your computer generated letterhead or are using plain bond paper, begin the caption approximately eleven line-spaces from the top of the page (paragraph 3.2.2.1).

3. Type the FROM caption in all caps two-line spaces below the last line of the MEMORANDUM FOR caption. The FROM caption should contain the full mailing address of the function originating the correspondence (paragraph 3.2.2.2).

4. Type the SUBJECT caption in all caps two-line spaces below the last line of the FROM caption (paragraph 3.2.2.3).

5. Begin typing the text flush with the left margin, two-lines below the SUBJECT or reference. Number and letter each paragraph and subparagraph. See paragraph 3.4 for guidance on closing a memorandum.

JOHN J. DOE, Colonel, USAF
Director of Information Management

Attachments:
1. -----------------------
2. -----------------------

cc:

Figure 3.1. The Official Memorandum.

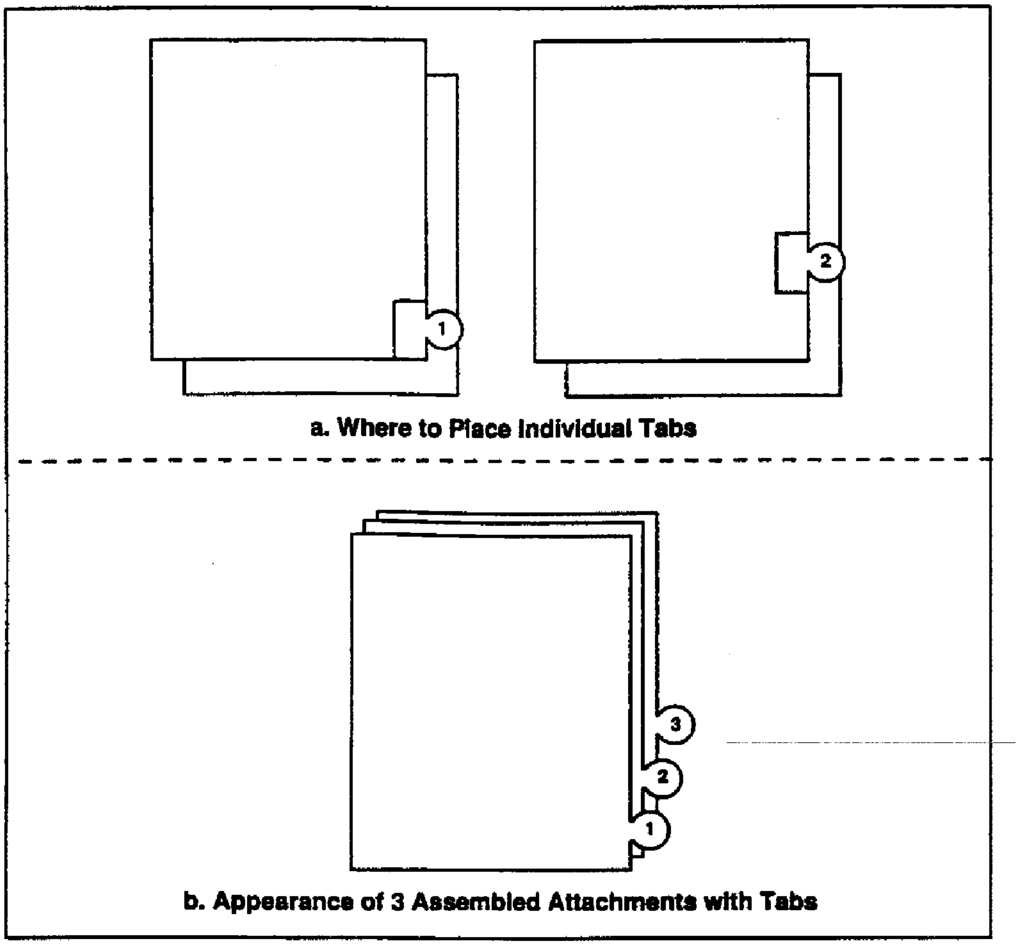

1
2
a. Where to Place Individual Tabs
3
2
1
b. Appearance of 3 Assembled Attachments with Tabs

Figure 3.2. Using Tabs To Mark Attachments.

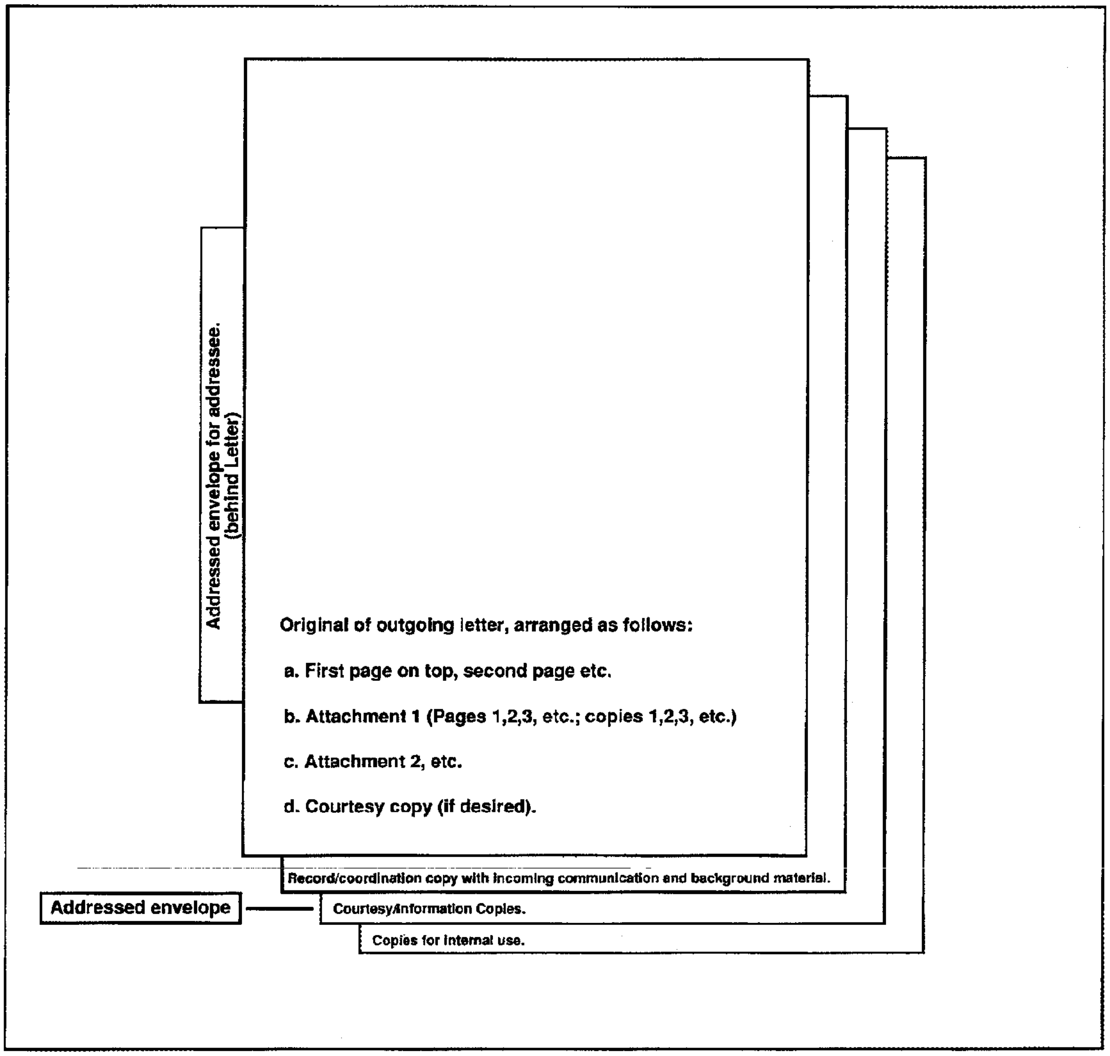

Addressed envelope for addressee. (behind Letter)
Original of outgoing letter, arranged as follows:
a. First page on top, second page etc.
b. Attachment 1 (Pages 1,2,3, etc.; copies 1,2,3, etc.)
c. Attachment 2, etc.
d. Courtesy copy (if desired).
Record/coordination copy with incoming communication and background material.
Addressed envelope
Courtesy/information Copies.
Copies for internal use.

Figure 3.3. Arranging and Assembling Correspondence.

Footnote: You may arrange correspondence in the order shown to facilitate handling by the person signing outgoing correspondence. Staple a memorandum of more than one page, or with attachments, in the upper left corner. If possible, arrange attachments so that information can be read without removing the staples or paper clips. Prepare envelopes needed, and place them at the left side behind the copies to be dispatched. Use a clip to hold the packet together before dispatch. Organizations may choose alternate methods of arrangement to suit their needs.

Chapter 4

OTHER TYPES OF WRITTEN COMMUNICATIONS

★4.1. Personalized Letter. This is an official letter that needs a personal touch or when warmth or sincerity are essential. You may use it to write to an individual on a private matter (praise, condolence, sponsorship, etc.). Keep it brief, preferably no longer than one page. When communicating with the civilian sector, use only authorized United States Postal Service abbreviations. See figure 4.1.

4.1.1. Type or stamp the date ten lines from the top of the page at the right margin.

4.1.2. Begin typing the return address at the left margin approximately fourteen lines from the top of page or four lines below the date. Include name, rank (for military members), duty title, and the complete mailing address of the sender.

4.1.3. Type the "To" address 3 lines below the return address.

4.1.4. For short communications, you may center the letter on the page by adjusting the lines below the printed letterhead.

4.1.5. Use the salutation "Dear." Type it two lines below the last line of the address. Use punctuation after abbreviations such as "Mr.," "Mrs.," and "Dr."; however, no punctuation is used with military rank abbreviations. Double space between the salutation and first line of text.

4.1.6. Type references in first paragraph.

4.1.7. Type body two lines below salutation. Do NOT number paragraphs. Indent all major paragraphs five spaces (or 1/2 inch); indent subparagraphs an additional five spaces. Single paragraph letters of less than eight lines may be double spaced.

4.1.8. Type the complimentary close "Sincerely" two lines below the text, at least three spaces to the right of page center.

4.1.9. Do not use an authority line.

4.1.10. Type the signature element five lines below and flush with the complimentary close.

4.1.11. Type "Attachment(s):" flush with the left margin, ten lines below the last line of text.

4.1.12. Place courtesy copy distribution "cc:" at left margin, two lines below attachment. If there are no attachments, type "cc:" ten lines below the last line of text.

4.2. IN TURN Memorandum. This is an official memorandum addressed to two or more individuals or offices in sequence.

4.2.1. Prepare an "IN TURN" memorandum when:

4.2.1.1. The information is too long to type on an Optional Form 41, **Routing and Transmittal Slip**.

4.2.1.2. You need to record the information.

4.2.1.3. The final addressee or OPR must see the coordination or action of all addressees.

4.2.2. As an addressee of an "IN TURN" memorandum:

4.2.2.1. You line through your FAS, sign or initial, date, and then send the memorandum to the next addressee.

4.2.2.2. Prepare an Optional Form 41 or a separate memorandum when you have a lengthy comment.

4.2.2.3. Attach your comments to the incoming memorandum if the remaining addressees need them. If not, send your comments directly to the final addressee. Next to your FAS, write "Concur (or nonconcur)", "Comments attached," or "Comments sent by separate correspondence to…."

4.3. North Atlantic Treaty Organization (NATO) Letter:

4.3.1. See NATO Standardization Agreement (STANAG) No. 2066 (Edition No. 5) for proper format. You may obtain this STANAG by writing to Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia PA 19120-5002.

4.3.2. When you use the NATO format:

4.3.2.1. Always include in the correspondence the name and telephone number of a point of contact.

4.3.2.2. Use the term "enclosures" instead of "attachments." Enclosures may have appendices and annexes.

4.3.2.3. List all references either in the heading or in the beginning of the body of the correspondence.

4.4. Short Note Reply. If you have enough space, write or type your comments on the incoming correspondence (see AFH 37-137).

4.5. Memorandum for Record (MR). Use the MR to document a discussion or an oral agreement (see AFH 37-137).

★4.6. Meeting Minutes. Prepare meeting minutes in the official memorandum format. Minutes are a clear summary of the participants' comments. They document planned or completed action. Date the minutes the day they are distributed. You may list names of members present in two columns to save space. Place information regarding a future meeting in the last paragraph. When a person signs a paper as a member of a board or committee, the signature element indicates that person's status on that board or committee, not any other position the person may hold. Type "Approved as written" two lines below the recorder's signature block, followed by the approving authority's signature block.

4.7. Staff Study Report. This is a problem-solution kind of report. Follow instructions in AFH 37-137.

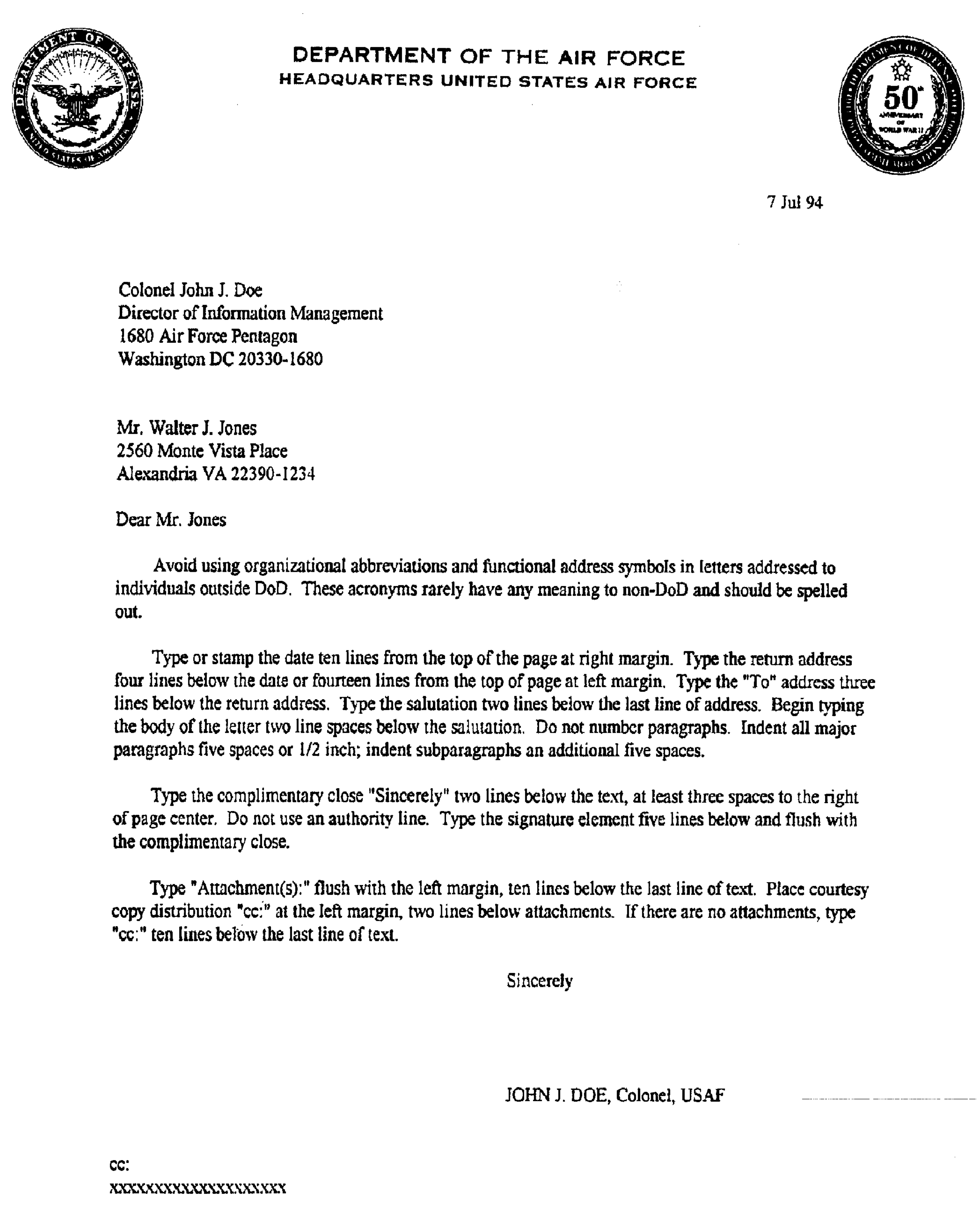
4.8. Talking, Bullet Background, and Position Papers:

4.8.1. Talking papers (also called point papers) are concise, factual, written outlines prepared for an oral presentation, or used as memory ticklers or quick reference outlines. They are fragments used to present key points, positions, and facts in a brief, orderly fashion when the user has knowledge of the subject (see AFH 37-137).

4.8.2. Background papers are multipurpose written briefs used to provide information, forward items of interest, or to summarize current or potential problems. They should include an introductory paragraph, a basic discussion, and a conclusion (see AFH 37-137).

4.8.3. Position papers are used to advocate or to convince the reader on an argument or position (see AFH 37-137).

4.9. Indorsements. Used at the discretion of sender as space allows. See AFH 37-137 for guidance.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE

7 Jul 94

Colonel John J. Doe
Director of Information Management
1680 Air Force Pentagon
Washington DC 20330-1680

Mr. Walter J. Jones
2560 Monte Vista Place
Alexandria VA 22390-1234

Dear Mr. Jones

Avoid using organizational abbreviations and functional address symbols in letters addressed to individuals outside DoD. These acronyms rarely have any meaning to non-DoD and should be spelled out.

Type or stamp the date ten lines from the top of the page at right margin. Type the return address four lines below the date or fourteen lines from the top of page at left margin. Type the "To" address three lines below the return address. Type the salutation two lines below the last line of address. Begin typing the body of the letter two line spaces below the salutation. Do not number paragraphs. Indent all major paragraphs five spaces or 1/2 inch; indent subparagraphs an additional five spaces.

Type the complimentary close "Sincerely" two lines below the text, at least three spaces to the right of page center. Do not use an authority line. Type the signature element five lines below and flush with the complimentary close.

Type "Attachment(s):" flush with the left margin, ten lines below the last line of text. Place courtesy copy distribution "cc:" at the left margin, two lines below attachments. If there are no attachments, type "cc:" ten lines below the last line of text.

Sincerely

JOHN J. DOE, Colonel, USAF

cc:
xxxxxxxxxxxxxxxxxxxxx

Figure 4.1. The Personalized Letter.

Chapter 5

FORM AND GUIDE MEMORANDUMS

5.1. Standard Memorandum Formats. Standard memorandums may be printed in quantity or may be stored in the memory of word processing and computer storage equipment and typed out after the pertinent information is filled in.

5.2. Guide Memorandums. These are models of a memorandum text composed in advance, but not printed. They may be complete memorandums with several paragraphs or single paragraphs. You select the memorandum, paragraph, or a combination of paragraphs appropriate for the reply.

5.3. Form Memorandums. These are mass-produced memorandums sent in place of individually composed or typed memorandums when many individuals require similar information or the same individual requires the information at frequent intervals. These also include standard formats stored on electronic media which can be accessed, completed with optional data, and then printed or electronically forwarded. Reproduce no more than a 3-month stock of each form memorandum that has reproduced name and address of addressee. Use a reproduced signature or sign memorandums individually. The three basic formats for form memorandums are:

5.3.1. Prewritten. Unless known, leave out the name and address of the addressee and the date.

5.3.2. Fill-In. Leave out any information that varies with each response.

5.3.3. Optional Statement. Leave out the name of the addressee and the date. The correspondence provides several options. Check the ones that apply to the specific situation. A form memorandum may have space for filling in information, selecting one of several statements, or both. Check with your forms manager to determine if a numbered form would be more beneficial.

5.4. When To Use Form Memorandums:

5.4.1. Use Form Memorandums When:

5.4.1.1. The subject matter and the action are routine or informational.

5.4.1.2. The large number of similar memorandums makes it more economical to duplicate a form memorandum than to type each memorandum individually.

5.4.1.3. The printed format facilitates response from the recipient.

5.4.2. Form Memorandums Are Not Used When:

5.4.2.1. The subject is of a personal or congratulatory nature.

5.4.2.2. The memorandum may bring grief, disappointment, or embarrassment to the recipient.

5.4.2.3. A numbered form would be better.

5.5. How To Determine the Need for Form Memorandums:

5.5.1. Analyze your correspondence for a 2-week period and group memorandums that are similar in meaning and purpose.

5.5.2. Note the total number of individually typed memorandums for each group and apply these criteria:

A form memorandum is justified if:	**And**
The line count (text)of a repetitive memorandum is:	The number of such memorandum written each month is:
5	30 or more
10	15 or more
15	10 or more

5.5.3. Review the need for and currency of the memorandum periodically, especially before each request for reproduction.

5.6. How To Prepare and Control Form and Guide Memorandums. Chiefs of staff agencies will establish a program to manage form and guide memorandums.

5.6.1. Composition:

5.6.1.1. Follow the principles of writing in AFH 37-137.

5.6.1.2. Consider the memorandum's impact, especially if it is sent outside the Air Force.

5.6.2. Design:

5.6.2.1. If possible, place all check () spaces at the same column position on each line.

5.6.2.2. Leave enough blank space for the required information when you design a "fill-in" form memorandum. Measure the space needed by column spaces.

5.6.3. Signature. Sign form memorandums individually or sign the master before reproduction.

5.6.4. Control: (AFRES) The using agency is responsible for form and guide memorandum quality control. The unit chief of information management (MSI/IM) is responsible for coordinating on form and guide memorandums and offering form and guide memorandum training in local information management recurring training outlined in AFRES Policy Directive 37-1, *Information Management (IM) Training*.

5.6.4.1. Review the currency of the memorandum before reproduction, and reproduce no more than a 3-month supply.

5.6.4.2. Identify each form or guide memorandum by a different symbol if you have more than one. For example, FM-1, FM-2, etc.; GM-1, GM-2, etc.. (You may mark the memorandums themselves or the folders in which they are kept.)

5.6.4.3. If a memorandum is for the collection of information, be sure that requirements of the Paperwork Reduction Act and AFI 37-124, are met.

Chapter 6

USE OF ENVELOPES

6.1. General Information. Local needs determine when to use envelopes, tags, and labels. See your base information transfer center (BITC) or DoD 4525.8M/AFSUP 1 (formerly AFR 4-50).

6.2. Envelope Size:

6.2.1. Use a rectangular envelope only slightly larger than the correspondence.

★6.2.2. You may use window envelopes. You will need to adjust the "MEMORANDUM FOR" caption on your correspondence to line up the address with the window on your specific style of envelope.

6.2.3. For consolidated mailing, the largest item that can't be folded determines the envelope size (see DoD 4525.8M/AFSUP 1).

6.2.4. In order for optical character reader (OCR) equipment to read the addresses, envelopes should be no smaller than 3 1/2- by 5 1/2-inches and no larger than 6 1/8- by 11 1/2-inches.

6.3. How To Address the Envelope:

6.3.1. Use standard addresses and FASs found in AFDIR 37-135 and AFMAN 37-127.

6.3.2. Use only black or blue-black ribbon.

6.3.3. Addresses should be typewritten or machine printed. You may not handwrite or use rubber stamps except in emergency or combat conditions.

6.3.4. In order for OCR equipment to read letter-size mail, the US Postal Service developed the following addressing characteristics:

★6.3.4.1. All lines of the address will be formatted with a uniform left margin. Uppercase letters should be used on all lines of the address block.

6.3.4.2. Use block style, parallel to the long edge of the envelope.

6.3.4.3. Single space the address block.

6.3.4.4. Leave margins of at least 1/2-inch from the left and right edges of the envelope and at least 5/8-inch up from the bottom of the envelope. The last line of the address should be no lower than 5/8-inch and no higher than 2 3/4-inches from the bottom of the envelope. ***NOTE:*** No print should appear to the right of or below this area. The words "ATTENTION," "STREET," "AVENUE," etc., may be abbreviated or spelled out as long as address fits into above delineated area.

6.3.4.5. Be sure characters are not too close together. They should not touch or overlap.

6.3.4.6. Avoid using italic, script, artistic, or other unusual typefaces. OCR equipment cannot process certain dot matrix styles (those in which the dots do not touch).

6.3.4.7. Address Format. Addresses are limited to five lines of 47 characters each. Example:

XXXXXX	-- Optional Address Data
XXXXXX	-- Optional Attention Line

XXXXXX -- Organization/FAS
Street or PO Box No. -- Delivery Address
City State Zip + 4 -- Last line. The hyphen in the ZIP + 4 is the only punctuation used.

NOTE: For guidance on preparing and addressing envelopes for transmitting classified material, see DoD Regulation 5200.1-R/AFI 31-401, Chapter 8.

6.3.4.8. Do not type any information below the city, state, and ZIP + 4 line of the address.

6.3.4.9. Put one or two spaces between words and one or two spaces between the state abbreviation and the ZIP + 4 (figure 6.1 and figure 6.2). A comma is not used between the base/city and state nor between the state abbreviation and ZIP + 4.

6.3.5. If you use a name in the address, use the attention line.

6.4. Machine-Processed Mailing:

6.4.1. Limit the thickness of the envelope to 1/4-inch or less when sealed (about four sheets of bond paper or eight tissue weight sheets). Press envelope to remove air.

6.4.2. Write "nonmachinable" above the address on the envelope if it is more than 1/4-inch thick (AFSUP 1).

6.5. Mailing Labels, Cards, and Self-Mailers. See DoD Manual 4525.8M/AFSUP 1.

6.6. Preparation and Content of Mail Indicia. See DoD Manual 4525.8M/AFSUP 1.

6.7. Return Address. Place the return address in the upper left corner of the envelope as shown in the example. Use the complete mailing address. Place the notation "OFFICIAL BUSINESS" beneath the return address on all mail addressed to and from Military Post Offices and on international mail. See DoD Manual 4525.8M/AFSUP 1. ***NOTE:*** The entire address should be contained in an imaginary rectangle that extends from 5/8" to 2 3/4" from the bottom of the mailpiece, with 1/2" margins on each side.

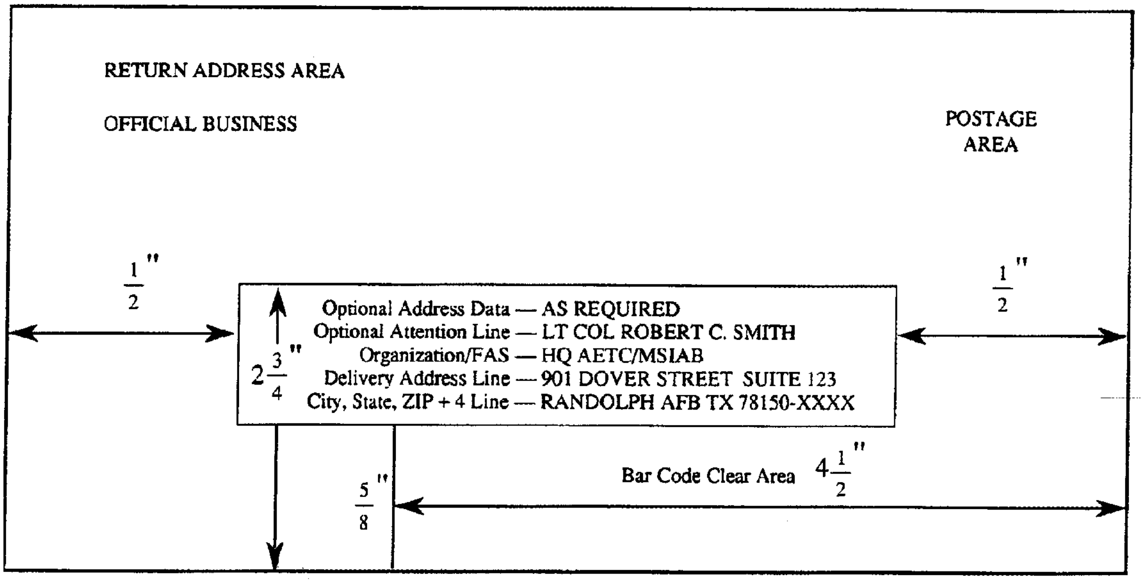
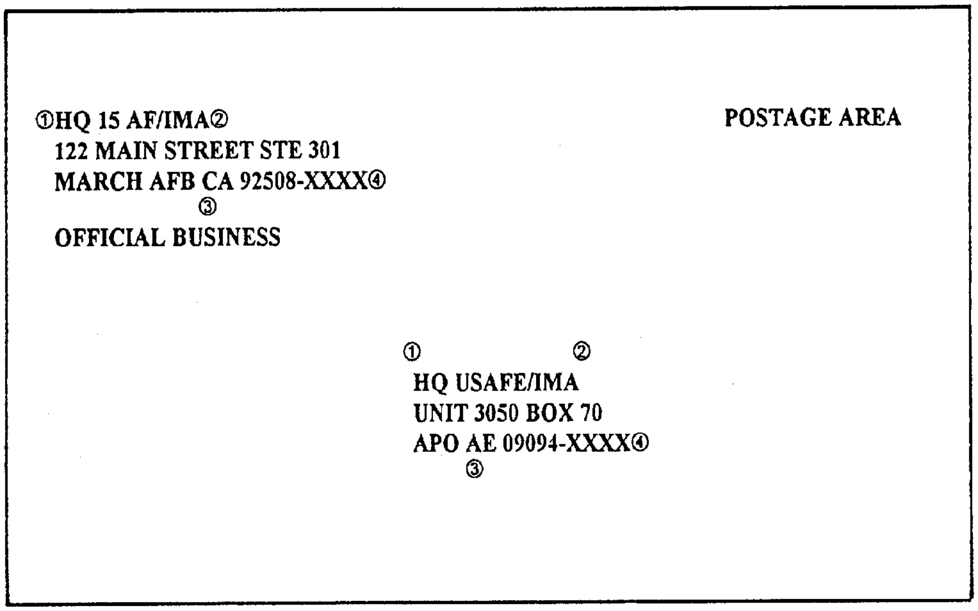

RETURN ADDRESS AREA
OFFICIAL BUSINESS
POSTAGE AREA
1/2"
1/2"
2 3/4"
Optional Address Data — AS REQUIRED
Optional Attention Line — LT COL ROBERT C. SMITH
Organization/FAS — HQ AETC/MSIAB
Delivery Address Line — 901 DOVER STREET SUITE 123
City, State, ZIP + 4 Line — RANDOLPH AFB TX 78150-XXXX
5/8"
Bar Code Clear Area
4 1/2"

Figure 6.1. Typing the Address Element.



①HQ 15 AF/IMA②
122 MAIN STREET STE 301
MARCH AFB CA 92508-XXXX④
③
OFFICIAL BUSINESS

POSTAGE AREA

① ②
HQ USAFE/IMA
UNIT 3050 BOX 70
APO AE 09094-XXXX④
③

Footnotes:

Addresses should be typewritten or machine printed as shown here and as explained below. Uppercase letters are preferred on all lines of the address block.

When addressing mail to the commercial sector, use only authorized USPS abbreviations. These abbreviations may be found in USPS Publication 28. This publication may be obtained through your Base IM.

1. Use the abbreviated mailing addresses shown in AFDIR 37-135. When preparing an envelope with an overseas address, the APO or FPO number and the geographical location will not be used together. Using the geographical location causes the mail to enter the international mail channels.
2. Use the functional address symbol of the intended recipient or action agency (AFMAN 37-127).
3. Always show the delivery address (street or PO box number), room or suite number, on the line above the geographical location.
4. Use the two-letter state abbreviations. A comma is not used between the names of the city or Air Force Base and the state. Punctuation or special characters are not used in the last line of the address, except for the hyphen in the ZIP + 4 code.
5. Always include the ZIP + 4 code in the address and in the return address.
6. Place the notation "OFFICIAL BUSINESS" beneath the return address on all overseas mail.

Figure 6.2. Typing Addresses and Return Addresses.

Chapter 7

ADMINISTRATIVE COMMUNICATION MANAGEMENT FORMS

7.1. Optional Form 41, Routing and Transmittal Slip. This form serves as a routing and transmittal slip for correspondence and publications. Type or write out entries.

7.1.1. Use this form to comment on a document that is being routed within or outside your activity. If needed, you may continue your remarks on the back.

7.1.2. Show the action for each addressee by entering in the action block the line number on which the individual's name appears.

7.1.3. Use this form to request concurrence or approval, but not as a record of it. Formal approval of action requested should be accomplished by signature on the document or by coordination on the file copy.

7.1.4. Return the form to the sender by turning down the "FROM" block over the back of the form. Line out "FROM," insert "TO," and write your comments on the back.

7.2. Standard Form 63, Memorandum of Call. Use this form to pass telephone messages or memoranda of calls and visitors or simply to inform someone of a visitor or phone call.

7.3. AF Form 74, Communication Status Notice/Request. Use this form to let senders know the status of their correspondence. You may note your comments as "Memo for Record" on your record copy. You also may use the AF Form 74 "Remarks" section for notification of official Air Force business other than communications status, as authorized by your MAJCOM/IMA. You can use the form as a postcard between activities serviced either by the military distribution system or the US Postal Service.

7.4. AF Form 388, Communication Control Record. Use this form only when you require formal suspense controls. Use it when you receive a piece of correspondence and need to assign action within your office or to a lower office. When you use this form:

7.4.1. File the original or a copy chronologically using the suspense date.

7.4.2. Attach the remaining copies to the correspondence and send it to the action office.

7.4.3. Suspense Records. This form may also be used to track correspondence requiring a reply by a specific date.

7.4.3.1. File the original or a copy by the suspense date and attach all other copies to the correspondence.

7.4.3.2. Show any extension of the suspense date on the form and refile accordingly.

7.4.4. Disposition. Dispose of communications control records per AFMAN 37-139 (formerly AFR 4-20, Volume 2).

7.5. AF Form 1768, Staff Summary Sheet. Use the staff summary sheet (SSS) to briefly summarize staff work, to request action, or to forward information. It often contains several handwritten notes before reaching the approval authority. As such, SSSs do not require the same level of perfection (error-free typing, etc.) as the correspondence they may cover. Minor pen-ink corrections are permissible if the content and meaning are still legible and clear. Generally, limit it to one page. Use plain bond paper if an additional page is required (see figure 7.1).

(HQ AFRES only) Make sure you properly coordinate administrative communications with the staff before sending them to the command office for signature. Attach AF Form 1768, or a staff coordinated file copy and pertinent background material to the Staff Summary Sheet. *EXCEPTION:* AF Form 1768 is mandatory for all communications to be coordinated on or signed by HQ AFRES/CC or HQ USAF/RE.

7.5.1. Coordination on Staff Summary Sheet:

7.5.1.1. If you have more than 10 offices to coordinate on the original SSS, use a blank AF Form 1768, and renumber the "TO" block, starting at number eleven. Fill out the form through the subject and attach it behind the original SSS.

7.5.1.2. If you do not agree with the proposed action:

7.5.1.2.1. Write a memorandum to the action office stating your reasons and write in ink "See Memorandum" in the signature column of the SSS after your FAS.

7.5.1.2.2. Attach your memorandum to the SSS and return it to the action office.

7.5.1.3. If you receive a nonconcurrence on a SSS:

7.5.1.3.1. Try to resolve all differences. If you cannot resolve them, write a rebuttal memorandum to the approval authority. State that you discussed any differences with the nonconcurring official and give your reasons why the proposed action cannot be changed.

7.5.1.3.2. Attach your rebuttal memorandum and the memorandum of nonconcurrence as the last tab to the original SSS and send it to the next addressee. In pen, annotate this additional tab at the end of the typed list of tabs.

7.5.2. Resolving Differences in a Staff Summary Sheet:

7.5.2.1. When you resolve your differences and if no changes are made to the SSS or to any attachments:

7.5.2.1.1. The previously nonconcurring official shows concurrence by marking through the statement "See Memorandum" and signing. Also include grade, surname, and date to the right.

7.5.2.1.2. The action officer then annotates "Differences resolved and no changes needed" on the memorandum of nonconcurrence, initials the statement, and attaches this memorandum to the record or coordination copy. Then route the SSS to the next addressee shown on the form.

7.5.2.1.3. When you resolve your differences and the SSS or any attachments need rewriting, the action officer prepares a new SSS and coordinates it as a new package with the offices that previously coordinated.

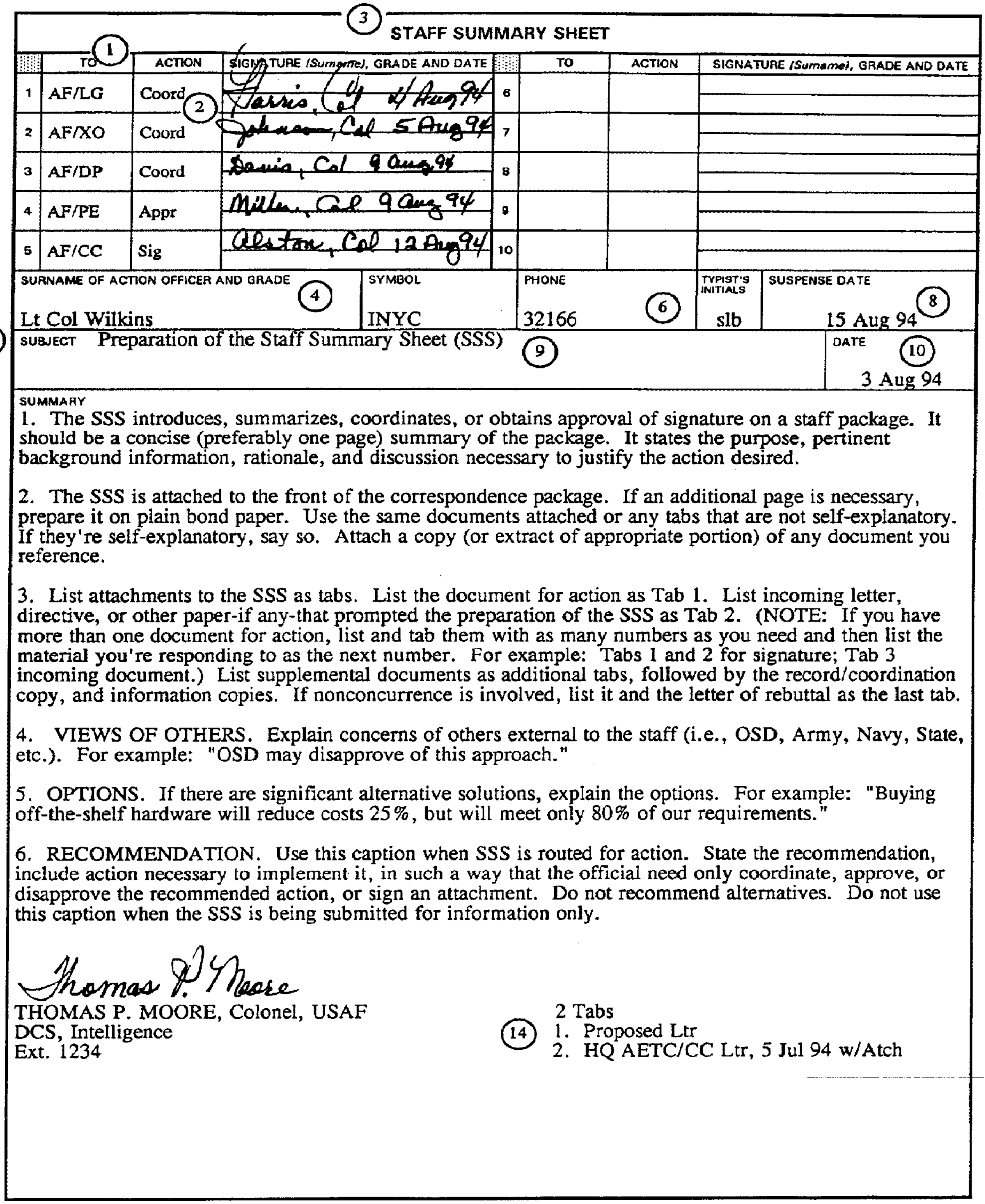
7.5.3. Assembling Staff Summary Sheets. See figure 7.2.

7.6. Optional Form 27, United States Government Two-Way Memo. Use this form for correspondence that is less formal than the official memorandum. It should be handwritten in brief, informal language. Its intent is to save time required for typing and correcting and to save the cost of duplicating. The originator forwards the original and one copy and keeps the third copy as a record. The addressee replies in the "Reply" block, keeps the original, and returns copy two to the originator.

7.7. AF Form 1509, Word Processing Work Request. Use this form to request typing support from a word processing center. Include the name, phone number, and office symbol of the requester along with the subject, classification, special instructions, and required information regarding the requested work on the form.

7.8. (Added)(AFRES) AFRES Form 53, Recurring Suspense Control. This form may be used at all staff levels in a monthly suspense file to curb late ongoing suspenses and recurring reports.

7.9. (Added)(AFRES) Chiefs of Information Management use AFRES Form 26, Communications Discrepancy Notice, (attachment 10) to identify and control communications discrepancies.



③ STAFF SUMMARY SHEET

	TO ①	ACTION	SIGNATURE *(Surname)*, GRADE AND DATE		TO	ACTION	SIGNATURE *(Surname)*, GRADE AND DATE
1	AF/LG	Coord ②	Harris, Col 4 Aug 94	6			
2	AF/XO	Coord	Johnson, Col 5 Aug 94	7			
3	AF/DP	Coord	Davis, Col 9 Aug 94	8			
4	AF/PE	Appr	Miller, Col 9 Aug 94	9			
5	AF/CC	Sig	Alston, Col 12 Aug 94	10			

SURNAME OF ACTION OFFICER AND GRADE ④	SYMBOL	PHONE ⑥	TYPIST'S INITIALS	SUSPENSE DATE ⑧
Lt Col Wilkins	INYC	32166	slb	15 Aug 94

⑪ SUBJECT Preparation of the Staff Summary Sheet (SSS) ⑨

DATE ⑩ 3 Aug 94

SUMMARY

1. The SSS introduces, summarizes, coordinates, or obtains approval of signature on a staff package. It should be a concise (preferably one page) summary of the package. It states the purpose, pertinent background information, rationale, and discussion necessary to justify the action desired.

2. The SSS is attached to the front of the correspondence package. If an additional page is necessary, prepare it on plain bond paper. Use the same documents attached or any tabs that are not self-explanatory. If they're self-explanatory, say so. Attach a copy (or extract of appropriate portion) of any document you reference.

3. List attachments to the SSS as tabs. List the document for action as Tab 1. List incoming letter, directive, or other paper-if any-that prompted the preparation of the SSS as Tab 2. (NOTE: If you have more than one document for action, list and tab them with as many numbers as you need and then list the material you're responding to as the next number. For example: Tabs 1 and 2 for signature; Tab 3 incoming document.) List supplemental documents as additional tabs, followed by the record/coordination copy, and information copies. If nonconcurrence is involved, list it and the letter of rebuttal as the last tab.

4. VIEWS OF OTHERS. Explain concerns of others external to the staff (i.e., OSD, Army, Navy, State, etc.). For example: "OSD may disapprove of this approach."

5. OPTIONS. If there are significant alternative solutions, explain the options. For example: "Buying off-the-shelf hardware will reduce costs 25%, but will meet only 80% of our requirements."

6. RECOMMENDATION. Use this caption when SSS is routed for action. State the recommendation, include action necessary to implement it, in such a way that the official need only coordinate, approve, or disapprove the recommended action, or sign an attachment. Do not recommend alternatives. Do not use this caption when the SSS is being submitted for information only.

⑫ Thomas P. Moore
THOMAS P. MOORE, Colonel, USAF
⑬ DCS, Intelligence
Ext. 1234

2 Tabs
⑭ 1. Proposed Ltr
2. HQ AETC/CC Ltr, 5 Jul 94 w/Atch

Figure 7.1. AF Form 1768, Staff Summary Sheet and Instructions.

FOOTNOTES:

1. Show the order (using abbreviated headquarters designation and authorized FAS) in which the SSS is to be sent to the various offices for coordination, approval or signature.

2. Show in this column the action desired (Coordination [Coord], Approval [Appr], Signature [Sig]). Show each entry in this column as Information (Info), when the SSS is submitted for information only. (NOTE: Usually show one "Appr" entry and one "Sig" entry.)

3. Coordinate or approve by signing in the "SIGNATURE" column: military--surname, grade, and date; civilians--surname, civil service rating and date. Coordination of persons in the executive office of a director, a Deputy Chief of Staff, or a comparable or higher official may be shown in the SIGNATURE column on the top line opposite the proper symbol. Stamp or write "SIGNED" or "APPROVED" as shown in the example, if the document being transmitted is signed by the official in the "TO" column.

4., 5., 6., 7. Enter action officer's grade and surname, functional address symbol, and phone number, and the initials of the typist in the proper box.

8. Enter the suspense date, if any.

9. Enter subject. (Subject is the same as for correspondence being transmitted.)

10. Type or stamp date at time of dispatch from the signing official's office.

11. Set the margins next to the printed lines. Number, letter, and space paragraphs the same as the official memorandum.

12. An authority line is not used on a SSS.

★13. Signature is optional. When used, get the official to sign the SSS before getting any of the actions shown at the top of the sheet. Place and type the signature element flush with the left margin as shown in figure 7.1.

14. List and briefly describe the correspondence attached to the SSS. Use blank pages labeled as "Tabs" to separate major groups of information. Likewise, indicate "attachments" with labeled pages within the "tabbed" grouping as needed. List as "Tab 1" the documents for signature, approval, or information. List as "Tab 2" any incoming correspondence, directive, or other paper to which the action officer is responding. List as "Tab 3, Tab 4, etc.," supplementary documents or correspondence.

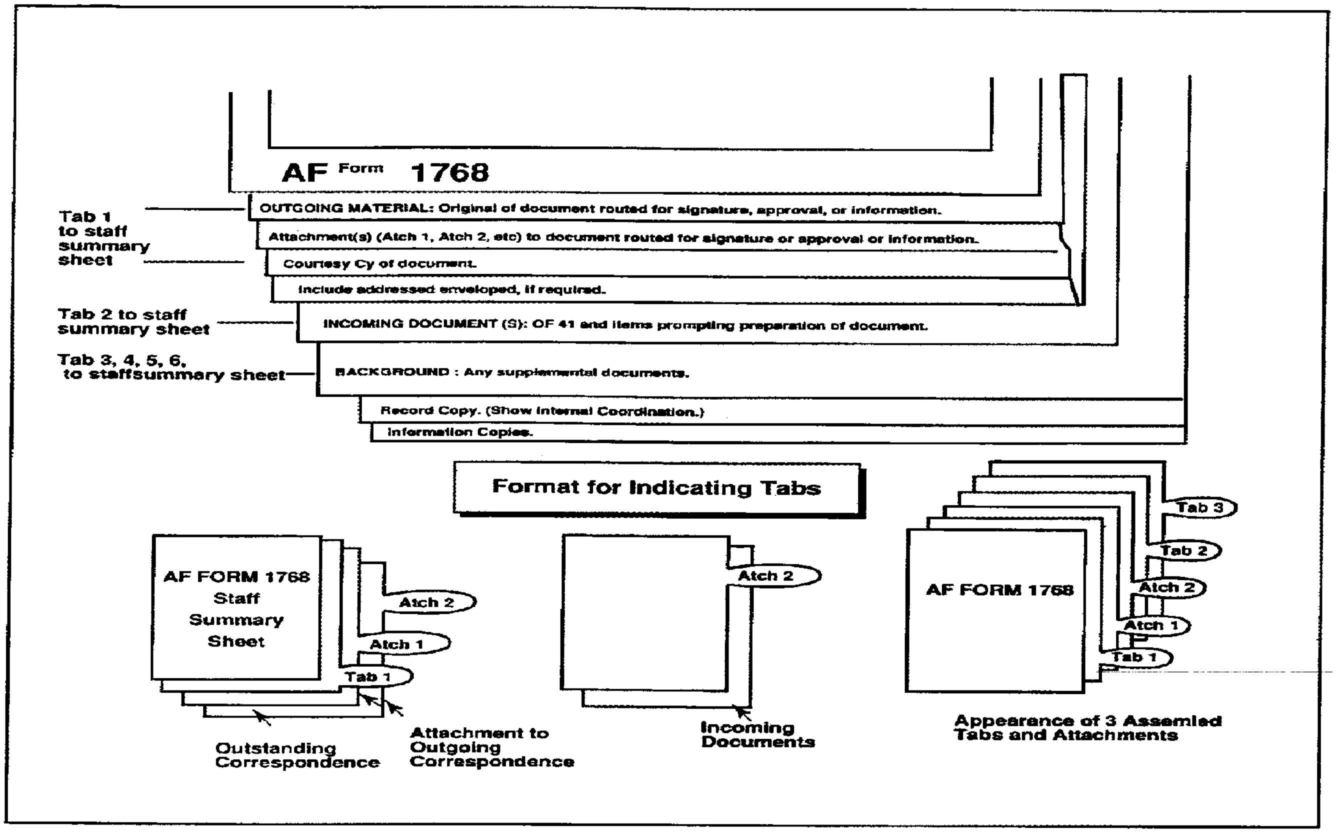

AF Form 1768
Tab 1 to staff summary sheet
OUTGOING MATERIAL: Original of document routed for signature, approval, or information.
Attachment(s) (Atch 1, Atch 2, etc) to document routed for signature or approval or information.
Courtesy Cy of document.
Include addressed enveloped, if required.
Tab 2 to staff summary sheet
INCOMING DOCUMENT (S): OF 41 and items prompting preparation of document.
Tab 3, 4, 5, 6, to staffsummary sheet
BACKGROUND : Any supplemental documents.
Record Copy. (Show Internal Coordination.)
Information Copies.
Format for Indicating Tabs
AF FORM 1768 Staff Summary Sheet
Atch 2
Atch 1
Tab 1
Outstanding Correspondence
Attachment to Outgoing Correspondence
Atch 2
Incoming Documents
AF FORM 1768
Tab 3
Tab 2
Atch 2
Atch 1
Tab 1
Appearance of 3 Assemled Tabs and Attachments

Figure 7.2. AF Form 1768, Staff Summary Sheet, Arranging the Package.

Chapter 8

ELECTRONIC MAIL

8.1. General Information. Electronic mail (E-mail) is the transmission of information electronically over a computer-based message system. Existing DoD policy requires computer systems with E-mail capability to use the Defense Data Network (DDN) for long-haul communication services. Correspondence transmitted through E-mail systems using the DDN backbone is considered official tasking when it meets the guidelines set forth in this chapter and when it stays within Air Force organizations. **This chapter does not address procedures for obtaining E-mail capabilities. If you require E-mail capability, follow the procedures outlined in AFI 33-103 (formerly AFR 700-3) and AFI 33-106, Volume 6 (formerly AFR 700-5)**.

8.2. Definition. Information moved via E-mail is the information organizations or individuals exchange by means of application of computer-to-computer data transfer technology, normally in the form of textual messages (Memorandum Joint Chiefs of Staff (MJCS) 105-85, Electronic Mail, 6 June 85). There are two types of official Air Force E-mail communications: organizational and individual.

8.2.1. Organizational E-Mail. E-mail that is originated from an organization's mailbox (office account) and transmitted via E-mail to another organization's mailbox (office account). Organizational E-mail includes official communications such as letters, messages, memorandums, reports, etc., and will follow specific formats found in this instruction and AFH 37-137, *Tongue and Quill*. Organizational E-mail will be coordinated through the appropriate offices prior to release and must be released by a designated releasing official. Formal policies exist for official information creation, coordination, approval, release, and records management. Address organizational E-mail to an organization's mailbox (office account).

8.2.2. Individual E-Mail. These messages include communications between individual DoD personnel within administrative channels, both internal and external to the specific organizational element. Formats do not necessarily follow any specific structure; however, if the information is official, the same policies apply as for organizational E-mail. Such messages do not generally commit or direct an organization. Individual messages and those requiring only basic transmission service will be treated as part of this type message.

(AFRES) It is the individual's responsibility to ensure messages are reviewed in a timely manner, to notify common mailers of an absence, and provide an alternate E-mail address where information may be sent. Sharing mailboxes and passwords is a security violation per AFSSI 5102, *(U)Computer Security (COMPUSEC) for Operational Systems*.

8.2.3. Mailboxes:

★8.2.3.1. Each organization or office, where the capability exists, will have an organizational E-mail account. Organizational accounts will use the standard organizational abbreviation (AFDIR 37-135) and the functional address symbol (AFMAN 37-127) as the account identification. Each office will designate an individual to monitor the account's mailbox regularly to ensure messages requiring action are acted upon promptly.

★8.2.3.2. Where the capability exists and where deemed appropriate to facilitate communications inside and outside an organization, individuals will have individual E-mail accounts.

(AFRES) All personnel who have an E-mail account will review their files and folders periodically and retain all official records in accordance with records management procedures.

8.2.4. Authentication:

8.2.4.1. Organizational E-mail will contain a complete signature element clearly indicating who sent the communication, the term "signed," and the authority line, if appropriate. (See paragraph 8.5 for specific release/approval procedures.)

8.2.4.2. Within the chain of command, recipients will consider correspondence and documents received via E-mail as authoritative when a signature is indicated. Indicate the signature by the word "signed" or the letter "s." For example:

★signed or s
WAYNE A. SMITH, Captain, USAF
Chief, Information Systems Branch

8.2.4.3. Individual E-mail should identify the sender, but may use a less formal signature element. You may omit the close if the computer automatically generates sender identification.

8.3. Use of E-Mail. You may use E-mail instead of the telephone for unclassified organizational and individual messaging. E-mail will be used ahead of the Base Information Transfer System (BITS), US Postal Service, facsimile (FAX), or the Telecommunications Center (TCC). Other local systems used to move information on hard copy could also be migrated into this system.

8.3.1. Classified Information. Classified information will not be entered into or transmitted via E-mail systems unless transmitted over an approved secure network (i.e., DSNET 1, 2, 3) from a secure workstation to a secure workstation.

8.3.2. Unclassified Information. You may transmit unclassified information; however, do not transmit information requiring special handling; i.e., Exclusive For, Personal For, Limited Distribution, etc., on E-mail systems that are not accredited or certified for that purpose. Discretion must be exercised in transmitting the following types of unclassified information via E-mail:

(AFRES) Transmitting information that results in any personal benefit, gain, or profit, that is, personal items for sale, is prohibited. Each user is responsible to ensure the content of their messages is official government business and to be familiar with the proper formats.

8.3.2.1. Privacy Act. See AFI 37-132, *Air Force Privacy Act Program* (formerly AFR 12-35), on collecting, safeguarding, maintaining, using, accessing, amending, and disseminating personal information which the Department of the Air Force keeps in systems of records. A Privacy Act system of records is a group of records containing personal information retrieved by name or personal identifier. An example of a system subject to AFI 37-132 is a data base that retrieves or cross indexes by personal identifiers (e.g., social security number).

(AFRES) E-mail transmissions that contain personal information are subject to the provisions of the Privacy Act of 1974. Encrypt these transmissions and send them only to personnel who have a valid need-to-know. Notify the recipient by other means (that is, telephone) of the password applied to the transmissions.

8.3.2.2. Trade Secrets and Commercial or Financial Information. Trade secrets and commercial or financial information given in confidence (AFI 37-131, paragraph 10.4).

8.3.2.3. For Official Use Only (FOUO). See AFI 37-131 to ensure adequate protection is afforded FOUO material being transmitted via E-mail to prevent unauthorized disclosure. Include paragraphs and page markings, along with an FOUO statement if appropriate.

8.3.3. Official Information. Use E-mail for the movement of official information. This includes organizational and individual communications.

8.3.4. Staffing. You must appropriately staff both organizational and individual E-mail prior to release. Existing chain of command policies for coordinating, releasing, and replying to administrative communications apply to E-mail. Where possible, prepare correspondence for release, E-mail it to the appropriate staff members for coordination, and then forward it to the release authority electronically or in hard copy. The release authority can dispatch the electronic correspondence via E-mail or return the hard copy to the action officer for release as E-mail.

(AFRES) Use electronic staffing to the maximum extent possible with printing occurring only at the signature or action level. The originator of an E-mail and its attachments is required to keep an official record copy. Ensure all parts of the E-mail message, including transmission and receipt data, are included. Refer to AFMAN 37-123, *Management of Records*, chapter 7, for records management procedures on electronic records. Addresses receiving E-mail with attachments determine individually the disposition of their copies.

8.3.5. Records Management. The organization must always maintain record copies of organizational correspondence sent via E-mail. Retain the record copy (whether electronic or paper) of the E-mail according to the requirements of AFMAN 37-139, and/or AFMAN 37-123.

8.4. Format:

8.4.1. Addressing E-Mail. Organizational E-mail should use the standard organizational abbreviation (as prescribed in AFDIR 37-135) and the standard functional address symbol (as prescribed in AFMAN 37-127) as the account identifier. You may address courtesy copies (cc) to other organizations or to individuals. You should address individual E-mail to the individual's E-mail box. You may address E-mail to standard categorical address distribution lists or develop and use private distribution lists.

8.4.2. Text. Organizational E-mail should follow the formats of this manual and AFH 37-137, *Tongue and Quill*. Where possible, prepare organizational message correspondence in final format for release. E-mail organizational messages to the appropriate staff members for coordination, and then forward it to the release authority electronically or in hard copy for release. The release authority can transmit the electronic correspondence via E-mail, or return it with comments or changes. Individual E-mail may be released by the drafter.

8.5. Users' Responsibilities:

8.5.1. Must ensure classified information is not entered, stored, or transmitted through E-mail systems that do not have approval for those purposes.

★8.5.2. Will maintain organizational messages for periods specified in AFMAN 37-139, and AFI 37-123.

8.5.3. Should ensure they release organizational E-mail correspondence in accordance with the requirements of this chapter.

8.5.4. Should not share use of individual mailboxes or passwords and should not reveal office account passwords to anyone outside of that office or organization.

8.5.5. Should not allow messages to accumulate in their mail boxes; users must review, delete, and/or file their messages as soon as possible.

8.5.6. Will assign the appropriate precedence based on the speed of service required to forward their E-mail. Individual E-mail will normally be transmitted at the lowest available precedence (routine).

8.5.7. Should follow existing chain of command policy when coordinating, releasing, and replying to E-mail.

8.5.8. Must immediately provide changes in user registration information to their E-mail system administrator.

8.6. MAJCOMs' Responsibilities. Develop and proliferate E-mail service to all organizations and individuals under its purview. The MAJCOMs should plan for the most efficient use of their E-mail systems and ensure that all newly installed or projected systems fit within the overall Air Force architectures and use the appropriate protocols.

8.7. Organizations' Responsibilities:

8.7.1. Conduct staff assistant visits according to AFI 37-122, *Air Force Records Management Program*, to evaluate Air Force records in the approved media for the required maintenance and disposition of records.

8.7.2. Appoint an E-mail system administrator to maintain mailboxes for individuals and offices on local computers and manage the users' ID (log-in) and password system.

8.7.3. Train users on the use of the E-mail system.

★8.7.4. Implement local procedures for electronic filing and storage of organization E-mail. Local procedures should provide a level of control and security equal to that provided by manual systems. They must also provide for file backup, recovery, retention, and disposition of organization E-mail record copies according to AFMAN 37-139 and AFMAN 37-123.

8.7.5. Provide for protection of passwords and files.

8.7.6. Establish control over organization accounts.

8.7.7. Establish procedures to ensure messages requiring immediate action are promptly reviewed.

Chapter 9

DEPARTMENT OF THE AIR FORCE SEAL
(NOTE: The OPR for this chapter is AFHRA/RS.)

9.1. Functional Area Responsibilities:

9.1.1. Office of the Secretary of the Air Force. The Administrative Assistant to the Secretary of the Air Force is the custodian of the Air Force Seal. He or she is solely responsible for approving the use of its impression on official departmental documents and records.

9.1.2. Air Force Historical Research Agency (AFHRA). AFHRA approves use of facsimiles of the Seal. This includes use on insignia, flags, medals, and similar items. AFHRA also approves requests from industry or Air Force groups for use of other parts of the Seal.

9.1.3. Information Management. The Director of Information Management approves the manner in which the Seal is used on printed material.

9.2. Description and Significance. The official Air Force colors of Ultramarine Blue (PMS Reflex Blue) and Air Force Yellow (PMS 116) are used prominently on the Air Force Seal. The Seal is described as follows:

9.2.1. A circular disc of Ultramarine Blue edged with a narrow Air Force Yellow border.

9.2.1.1. Centered on the disc, the Air Force coat of arms, consisting of the crest and shield.

9.2.1.2. The Crest is made up of the eagle, wreath, and cloud form. The American bald eagle symbolizes the United States and its airpower and is depicted in its natural colors. The wreath under the eagle is made up of six alternate folds of metal and light blue. This repeats the metal and color used in the shield. The white clouds behind the eagle denote the start of a new sky.

9.2.1.3. The Shield, directly below the eagle and wreath, is divided horizontally into two parts by a nebular line representing clouds. The top part bears an Air Force yellow thunderbolt with flames in natural color which shows striking power through the use of aerospace. The thunderbolt consists of an Air Force yellow vertical twist with three natural color flames on each end crossing a pair of horizontal wings with eight lightning bolts. The background of the top part is light blue representing the sky. The lower part is white representing metal silver.

9.2.2. The 13 white encircling stars represent the original 13 colonies.

9.2.3. The Air Force yellow numerals under the Shield are 1947. This is the year the Department of the Air Force was established.

9.2.4. The band encircling the whole design is white edged in Air Force yellow with black lettering. The inscriptions read "Department of the Air Force" on the top part and "United States of America" on the lower part.

9.3. Use of the Seal. The Seal is permitted only as outlined in this manual. Falsely making, forging, counterfeiting, mutilating, or altering the Seal, or knowingly using or possessing with fraudulent intent is punishable by law (18 U.S.C. 506). Display of the Seal is allowed in certain instances. Commanders make sure the display is in good taste and appropriate to the occasion.

9.3.1. Authorized Users. Commanders of MAJCOMs, FOAs, Direct Reporting Units (DRU), Air Force missions, military assistance advisory groups, air attaches, professors of aerospace studies, and Air Force general officers may use the Air Force Seal in the performance of their official duties. Museums may use the seal when specifically authorized by AFHRA.

9.3.2. Authorized Uses. The Seal or any part of it--in black and white, color monochrome reproduction, pictorial, or sculptured relief--may be used as follows:

9.3.2.1. On printing issued at departmental level for general Air Force use.

9.3.2.2. In official Air Force films, videotapes, or television programs.

9.3.2.3. On programs, certificates, diplomas, invitations, and greetings of an official nature.

9.3.2.4. On memorials or monuments erected or approved by the Department of the Air Force.

9.3.2.5. With any official Air Force exhibit.

9.3.2.6. On wall plaques at Air Force facilities with the approval of the appropriate commander or agency chief.

9.3.3. Unauthorized Uses. The Seal will not be used in any way which implies Air Force use or indorsement of an item. For example:

9.3.3.1. Air Force property and equipment for identification.

9.3.3.2. Souvenir or novelty items.

9.3.3.3. Printed matter copied or collected by an Air Force activity, except as shown 9.3.2.1.

9.3.3.4. Toys or commercial gifts and premiums.

9.3.3.5. Stationery as a letterhead design.

9.3.3.6. Menus, matchbook covers, sugar envelopes, calendars, and similar items.

9.3.3.7. Military or civilian clothing.

9.3.3.8. Membership cards of military or quasi-military clubs, and societies.

9.3.3.9. Athletic clothing and equipment.

9.3.3.10. Any article which may discredit the Seal or reflect unfavorably on the Department of the Air Force.

9.3.3.11. Commercial or private printed matter.

9.4. Use of the Coat of Arms. The Coat of Arms (figure 9.2 and figure 9.3) is authorized for ornamental use when approved by AFHRA. The Coat of Arms may be in black and white, color monochrome reproduction, pictorial, or sculptured relief form.

9.4.1. The Coat of Arms with or without encircling stars may be authorized for:

9.4.1.1. Official use on Air Force flags, pennants, emblems, medals, badges, buttons, and similar devices.

9.4.1.2. Nonofficial use on articles of jewelry such as watches, rings, tie clasps, cuff links, bracelets, cigarette lighters, and similar articles when appropriate and in good taste. Approval is given with the understanding that such usage in no way reflects Air Force indorsement of the product involved.

9.4.2. The Coat of Arms without encircling stars may be used by active duty, reserve, and retired Air Force military personnel without AFHRA approval as ornamentation on:

9.4.2.1. Personal stationery or framed for display in the home as a painting or a wall plaque.

9.4.2.2. Civilian jackets or blazers of conservative color. Authorized personnel are expected to protect the dignity of the Air Force Coat of Arms by ensuring that its display is in good taste and appropriate to the occasion.

9.5. Use of the Crest. The Crest (figure 9.4 and figure 9.5) with or without encircling stars, may be used by commanders on approved organizational emblems for ornamentation purposes. This authorization is restricted to heraldic-type emblems of organizations group level or higher. The colors in the wreath beneath the eagle will be as shown in paragraph 9.2.1.1. Use of the Crest should not be taken as authority for changing and or modifying Air Force flags.

9.6. Supply and Issue:

9.6.1. Official drawings of the Seal or any part for reproduction, as authorized for use in paragraph 9.3 and paragraph 9.4, may be requested from AFHRA, 600 Chennault Circle, Maxwell AFB AL 38112-6424. The request must include a complete justification.

9.6.2. Wall plaque, Air Force Seal (National Stock Number 9905-00-766-0426), may be requisitioned. The cost of these items is borne by the using activity.

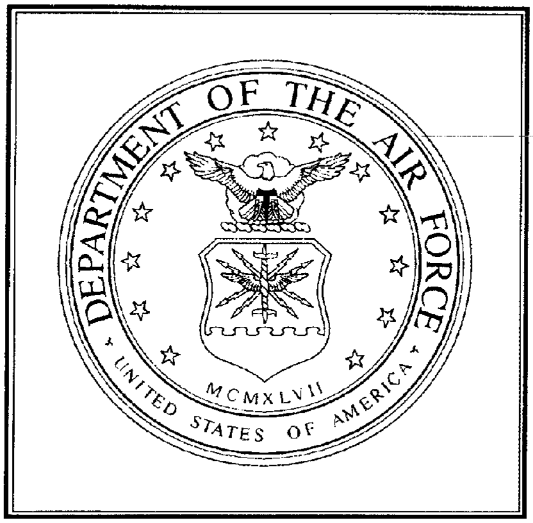

DEPARTMENT OF THE AIR FORCE
MCMXLVII
UNITED STATES OF AMERICA

Figure 9.1. Department of the Air Force Seal.

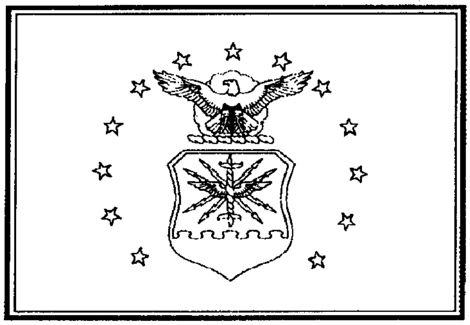


Figure 9.2. Coat of Arms With Encircling Stars.

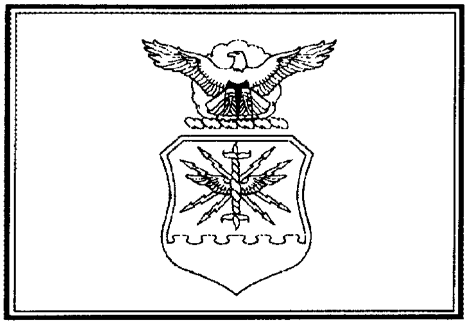


Figure 9.3. Coat of Arms Without Encircling Stars.

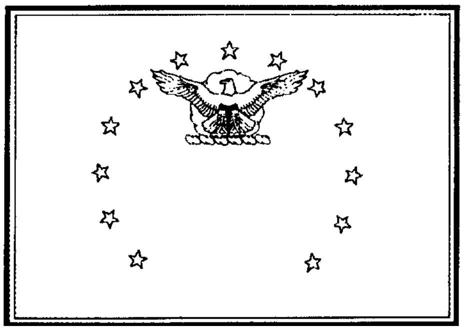


Figure 9.4. Crest With Encircling Stars.

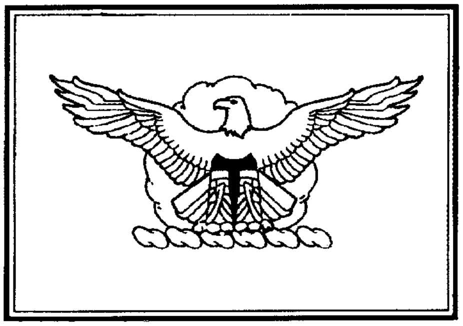


Figure 9.5. Crest Without Encircling Stars.

DAVID S. SIBLEY, Brig General, USAFR
Assistant Vice Commander

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

References

DOD Manual 4525.8/AFSUP 1, *Official Mail Manual*

DOD Regulation 5200.1-R/AFI 31-401, *Information Security Program Management*

DOD Instruction 5330.2, *Specifications for DoD Letterhead*

Joint Publication 1-02, *DoD Dictionary of Military and Associated Terms*

AFMAN 11-1, *Glossary of Terms*

AFI 16-201, *Foreign Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations*

AFPD 33-2, *Computer Security Policy*

AFI 33-103, *C4 Systems Requirements Development and Processing*

AFI 33-106, *C4 Systems Management Practices*

AFI 36-2806, *Decoration Awards Elements*

AFI 37-121, *Authentication of Air Force Records*

AFI 37-122, *Air Force Records Management Program*

AFMAN 37-123, *Management of Records*

AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public and Interagency Air Force Information Collections*

HOI 37-126, *Correspondence Preparation Procedures*

AFMAN 37-127, *Air Force Standard Functional Address System*

AFI 37-128, *Administrative Orders*

AFI 37-131, *Air Force Freedom of Information Act Program*

AFI 37-132, *Air Force Privacy Act Program*

AFDIR 37-135, *Air Force Address Directory*

AFH 37-137, *The Tongue and Quill*

AFMAN 37-139, *Disposition of Air Force Records*

AFI 37-162, *Printing, Duplicating, and Copying Management*

AFI 51-604, *Appointments to, and Assumption of Command*

AFP 102-2, Vol I, *Joint User Handbook for Message Text Formats*

AFP 102-2, Vol II, *US Message Text Format Self-Paced Training Pamphlet*

MJCS 105-85, *Electronic Mail*, 6 Jun 85

AFMAN 171-248, Vol II-C, *SARAH-Lite Users' Manual*

Abbreviations and Acronyms

Abbreviation or Acronym	***Definition***
AETC	Air Education and Training Command
AFD	Automated File Designator
AFDIR	Air Force Directory
AFH	Air Force Handbook
AFI	Air Force Instruction
AFPAM	Air Force Pamphlet
AFR	Air Force Regulation
AFSUP	Air Force Supplement
AIG	Address Indicator Group
APO	Army or Air Force Post Office
AUTODIN	Automatic Digital Network
BITC	Base Information Transfer Center
BITS	Base Information Transfer System
DDN	Defense Data Network
DoD	Department of Defense
DSN	Defense System Network
DSNET	Defense Secure Network
FAS	Functional Address Symbol
FIRMR	Federal Information Resource Management Regulation
FOA	Field Operating Agency
FPO	Fleet Post Office
HOI	Headquarters Operating Instruction
MAJCOM	Major Commands
MJCS	Memorandum Joint Chiefs of Staff
MR	Memorandum for Record
NOTAL	Not Sent to All Addressees
OJT	On the Job Training
OPR	Office of Primary Responsibility
OSD	Office of the Secretary of Defense
PACAF	Pacific Air Forces
PME	Professional Military Education
SSS	Staff Summary Sheet
STANAG	Standardization Agreement
TCC	Telecommunications Center
USAF	United States Air Force
USAFE	United States Air Forces in Europe
USPA	United States Postal Service

MESSAGE PREPARATION AND PROCESSING
(NOTE: The OPR for this attachment is HQ USAF/SCM.)

A2.1. Introduction. This attachment deals specifically with the Automatic Digital Network (AUTODIN) and telecommunication center (TCC) methodology for messages. DoD has mandated that organizational message traffic migrate from AUTODIN to electronic mail (E-mail) on the Defense Data Network (DDN). The DoD program to implement the move to DDN is the Defense Message System (DMS). The DMS architecture is designed to provide writer-to-reader message service for organizational (i.e., AUTODIN messages) and individual (i.e., personal E-mail) using a secure mature E-mail system. DMS is an evolutionary program which will be implemented in three phases. Phase I (through FY 1994) automates TCCs and migrates UNCLASSIFIED message traffic from AUTODIN to DDN; Phase II (FY 1995 - FY 2000) will field security protocols with X.400 message and X.500 directory services, which will allow writer-to-reader message service and closure of TCCs; Phase III (FY 2001 - FY 2008) will continue the implementation of a mature writer-to-reader message service on a secure data network system. To begin the migration from AUTODIN, official routine and priority precedence messages will be sent by E-mail whenever feasible in accordance with Chapter 8 of this manual. If you have any questions concerning message preparation or delivery, contact your local TCC for assistance. Recommended changes to this attachment will be sent to HQ USAF/SCM. In addition to this manual, the following references should be readily available:

A2.1.1. AFMAN 37-127, *Air Force Standard Functional Address System*.

A2.1.2. Directory services data base (formerly AFR 700-31, *United States Air Force Plain Language Address Directory*).

A2.1.3. DoD 5200.1-R/AFI 31-401, *Information Security Program Management*.

A2.1.4. AFPD 33-2 (formerly AFR 205-16), *Computer Security Policy*.

A2.1.5. AFMAN 171-248, Vol II-C, *SARAH-Lite Users' Manual*.

A2.2. AUTODIN. AUTODIN is the principal DoD long-haul record command control communications system. This network is composed of AUTODIN Switching Centers (ASCs) with connected base level TCCs which require strict standardization for interoperability. AUTODIN is a common-user network which serves authorized government and nongovernment users.

A2.2.1. Government users are members of DoD and other government organizations and activities. These users are authorized to send and receive messages to conduct official Government business. Air Force commanders designate authorized individuals to release messages. Contractors and foreign governments may be official users of the system under conditions explained in Allied Communications Publication 121, US Supp-1. This document is normally held by the TCC. Authorized users will not use the AUTODIN to send or receive personal or unofficial messages. It is the responsibility of the message releaser to ensure only official messages are released for transmission over the AUTODIN. Official messages are directly related to the mission of the releaser's organization. This includes subjects relevant to health and safety. Some examples of inappropriate use of AUTODIN are messages announcing retirements, farewell, promotion, and congratulations. In addition, information pertaining to morale and welfare will not be transmitted by AUTODIN unless the accomplishment of the organization's mission is directly affected.

A2.2.2. Nongovernment users (quasi-official users) are members of designated non-DoD organizations or activities, and their messages will be accepted and processed by Air Force TCCs under the following conditions:

A2.2.2.1. American Red Cross. Administrative and emergency welfare messages pertaining to the death or severe illness within the immediate family of a service member are authorized. These messages will not take precedence over normal military communications.

A2.2.2.2. Press. At locations where commercial message facilities are not available, press messages which do not interfere with normal military communications may be transmitted to the nearest military installation where notification can be made for message pickup or the message can be relayed by commercial means. In all cases, the press will pay the cost of the commercial transmission.

A2.2.2.3. Military Banking Facilities. At locations where commercial message facilities are not available, certain commercial banking facilities who are authorized to do business on military installations are authorized to originate messages to the Air Force accounting and finance offices. These messages concern military pay, allotments, record errors, or other matters directly related to the banking support of military personnel. Banking facilities which require message service must obtain approval from the host unit's wing commander. Contact the local communications unit to process the request. The approval will be filed in the local TCC.

A2.2.2.4. Federal Credit Unions. At locations where commercial message facilities are not available, specifically approved Federal Credit Unions operating on military installations may be authorized to originate messages relative to the conduct of their business in direct support of military personnel at those locations. Requests for approval for this type of service are considered on a case-by-case basis and must be forwarded with full justification from the local communications unit to the host unit's MAJCOM/SC for approval.

★A2.3. Message Preparation and Standard Automated Remote to AUTODIN Host (SARAH-Lite). Beginning in January 1993, TCCs stopped accepting DD Form 173 or plain bond paper to transmit messages. Messages are prepared on floppy diskette using SARAH-Lite or other SARAH- Communications compatible message preparation software (e.g., JAMPS, the Army's DINAH-Mite, MTF Editor, etc.). Rational: Need to include the USMTF message preparation software tools since they also produce SARAH-Communications compatible disks.

A2.3.1. The release document is used to control the flow of messages on a diskette from origination to transmission. The release document lists all messages on the diskette and show the status of each message. There are three codes on a release document to indicate message status (i.e., MORE, REDY, TXED).

A2.3.1.1. MORE is used to indicate that the message needs additional coordination. Leave the date time group block blank to keep a message in this status. The TCC cannot transmit a MORE status message.

A2.3.1.2. REDY means the message is ready to be sent. The REDY status is generated by placing the date time group on the message.

A2.3.1.3. TXED indicates the message has been sent by the TCC. When TXED is indicated, the TCC cannot retransmit the message from the diskette unless the message originator assigns a new date time group.

A2.3.2. The release document also contains a cyclic redundancy check (CRC) number. The CRC is used to ensure message integrity. The number on the release document and the diskette must match. The CRC number changes each time the message is modified, including adding the date time group.

A2.4. Hand-Printed Messages. In certain situations, originators may deliver hand-drafted message(s) to TCCs. Consult with your local TCC for proper procedures. These procedures will not be used to circumvent normal message preparation procedures and are authorized under the following situations:

A2.4.1. In an emergency or time-critical situation and then only IMMEDIATE or above. This procedure will not be used to circumvent normal message preparation procedures.

A2.4.2. Facility Checking Squadrons (FCS) and FAA Flight Inspection Field Offices (FIFO) aircraft commanders may submit messages, ROUTINE and above, when in a transient status and administrative support is not available.

A2.4.3. Messages will only be printed in block letters, never in cursive writing. Legibility will be confirmed by the TCC before the message is accepted.

A2.5. MAJCOMs' Responsibilities:

A2.5.1. Task commanders to appoint authorized message releasers.

A2.5.2. Conduct annual review of all recurring reports sent as electrical messages. Identify those reports in the appropriate directives which must be sent by electrical means when required to meet suspense dates or may be sent by nonelectrical means when suspense dates permit or MINIMIZE is in effect.

A2.5.3. Set up procedures to ensure that input of messages to AUTODIN are controlled when MINIMIZE is imposed and all personnel are aware of MINIMIZE procedures.

A2.5.4. Ensure personnel are aware of and adhere to the proper use of precedence, AUTODIN policy, and special designations, particularly SPECAT and LIMDIS.

A2.5.5. Establish procedures and a point of contact to approve changes to the directory services data base. Ensure that there is one unique spelling for each activity in the directory. MAJCOMs will forward approved changes to AFPCA/DORR, 1600 Air Force Pentagon, Washington DC 20330-1600.

★A2.6. Commanders' Responsibilities. Commanders at all levels will control electrical messages and take prompt action to correct deficiencies which lead to uneconomical use of TCC. This includes appointing individuals authorized to release and receipt for messages. Commanders will not task telecommunications centers to make up read files.

A2.7. Originator's Responsibilities. The originator is the command or authority in whose name a message is sent. The originator is responsible for following the policy and procedures for preparing and releasing the message. The originator may request the TCC to confirm when an electrically transmitted message has reached the message addressee(s) or their servicing TCC. Limit such requests to nondelivery messages having a severe military, political, or loss-of-life impact. Confirmation of delivery on general messages and messages having wide distribution may not be requested. Originators will contact their servicing TCC for special instructions to annotate confirmation of delivery on their messages.

A2.8. Drafter's Responsibilities. The drafter will write a message following the procedures outlined in this attachment. Strict compliance to the directory services data base will be instituted for preparing message addresses.

A2.9. Releaser's Responsibilities:

★A2.9.1. Make sure the message is prepared in accordance with this attachment or attachment 4 as appropriate.

A2.9.2. Make sure all messages are delivered to the TCC in a timely manner.

A2.9.3. Avoid accumulating and delivering messages to the TCC at the close of business.

A2.9.4. Make sure messages with PRIORITY precedence and above are not delivered through base information transfer system (BITS).

A2.9.5. Make sure delivery to ZEN (message sent by other means) addressees, whether on or off base, is accomplished by other than TCC facilities and/or personnel.

A2.9.6. Make sure identical date time groups are not used for messages originating from the same office.

A2.9.7. Make sure MINIMIZE is considered on each message addressed to an area where MINIMIZE is imposed, and annotate the message appropriately.

A2.10. Addressee's Responsibilities:

A2.10.1. At locations where electrical distribution is not used, each unit will establish a central point of distribution for messages within their organization. Wing equivalent or higher may establish central points of distribution for each two-letter FAS (AFMAN 37-127).

A2.10.2. If the wing commander has granted the TCC a waiver to distribute below the two-letter FAS, establish a central point of distribution for the activity being served.

A2.10.3. Provide the TCC a list of messages requiring special handling. Identify the messages by the appropriate flagwords, nicknames, or subjects. Only messages that are time-sensitive and have a direct mission impact will be listed. The addressee's distribution office will review and approve the list semiannually. This list will not be used to circumvent internal office distribution.

A2.10.4. Provide the TCC a list of representatives to be notified by telephone on receipt of PRIORITY or higher precedence messages during and after normal duty hours. Review and update this list semiannually. Addressees may opt not to be notified on PRIORITY messages, but this option must be in writing and on file with TCC. Notification by the TCC on immediate and above messages will not be waived.

A2.10.5. Telephone answering machines or electronic voice mail will not be used on telephone numbers provided to the TCC that would prevent direct coordination between the TCC and the addressee being notified on a high precedence message.

A2.10.6. Provide for immediate pickup of messages that are high precedence or those that require special handling.

A2.10.7. Provide the servicing TCC a memorandum or form which identifies personnel authorized to pick up messages that are unclassified, classified, or require special handling. The memorandum will contain the name, grade, social security number or civilian identification card number, and security clearance of each individual. Release of information on such a memorandum or form will not to be made without written consent of individual. For SPECAT messages, the correspondence will designate the specific special handling designator to which the individual has been granted access. All inclusive phrases such as "cleared for all SPECAT," "cleared for SPECAT codewords," "cleared for all LIMDIS," etc. are not used. Correspondence authorizing message pickup will be reviewed semiannually. Make sure procedures are in place to remove personnel from the authorization list when they are no longer with the unit or when there is a status change that their access to the message(s) is no longer required.

A2.10.8. Use AF Form 74, **Communications Status Notice/Request**, for messages that require acknowledgment.

A2.10.9. Notify the servicing TCC when included as an addressee in an AIG. Provide the TCC a copy of any new establishments, recapitulations, modifications, or cancellations of the AIG. The TCC is not responsible for providing the currency of the AIG. If addressees determine that they no longer need to be included in an AIG or if their title or address changes, they will notify the applicable authority and servicing TCC.

A2.10.10. Make sure the addressee's organization provides the TCC a consolidated message routing guide for those messages that do not contain a FAS or delivery instructions. If the organization does not provide such a guide, messages received without FASs or delivery instructions will be routed to the primary administrative distribution office serving the addressee.

A2.11. TCC Message Distribution. TCCs will distribute a copy of each message to the appropriate wing or higher, central 2-letter internal distribution office or single distribution office for an organization. Any additional message reproduction requirements will be made by the internal distribution office. The wing commander or higher has the authority to grant a waiver for the TCC to distribute below the 2-letter FAS. The addressee is responsible for requesting the waiver with full justification and mission impact if not approved. The approval will be kept on file at the TCC. A waiver cannot be granted if the TCC requires additional manpower for message distribution. Messages will only be released to the intended addressee, an authorized representative of the addressee, or through BITS. Recipients will receive classified messages according to DoD 5200.1-R/AFI 10-1101. TCC personnel will not be tasked to pick up messages from an originator or deliver messages to an addressee.

★**A2.12. General Requirements.** The use of SARAH-Lite, JAMPS, JMPS, or MTF Editor is highly encouraged to ensure compatibility with AUTODIN and standardization. The following general requirements apply for message format:

A2.12.1. Use only upper-case type for alpha characters.

A2.12.2. Double-space all lines.

A2.12.3. Underlines will not be used on any part of the message.

A2.12.4. Use no more than 69 characters, including spaces, on any one line. Addresses are limited to 55 characters per line, including spaces.

A2.12.5. If the plain language address (PLA) and office symbol are longer than 55 characters and spaces, place the rest on the next line. Second and successive lines of an address must be indented five spaces from the first character of the address and cannot begin with a slant (/).

A2.12.6. Use only the following authorized punctuation markings in the address element: slant (/), double slant (//), hyphen (FIN-ACCTG), and apostrophe (O'HARA).

A2.12.7. AUTODIN is capable of processing most standard punctuation symbols in the text of messages. However, the terminal or equipment on the addressees' end may not have the capability to produce a mirror image of the symbol. When sending punctuation other than those authorized, a mirror image cannot be guaranteed. Under no circumstances will AUTODIN be modified to accept symbols for a specific function or program.

A2.12.8. The message precedence prosigns are:

YY EMERGENCY COMMAND PRECEDENCE
ZZ FLASH
OO IMMEDIATE
PP PRIORITY
RR ROUTINE

A2.12.9. The classification blocks on the message must match. SARAH-Lite will not allow a mismatch of the security classification. The letter groups are: UUUU for UNCLASSIFIED and UNCLASSIFIED Encrypt for Transmission Only (EFTO) and UNCLASSIFIED E F T O FOUO, CCCC for CONFIDENTIAL, SSSS for Secret, and TTTT for Top Secret.

A2.12.10. If a message is SPECAT, the identifying letter must be entered five times. Identifying letters are: AAAAA for SPECAT SIOP-ESI and BBBBB for other type SPECAT, with the following exceptions. By special agreement, certain TOP SECRET United States originated message traffic addressed to activities of the United Kingdom, or other classified messages that contain special-handling designators, such as COSMIC, US-UK EYES ONLY, CRYPTO-SECURITY, and EXCLUSIVE FOR will be identified by the letter FFFFF. Messages containing the special designator, ATOML, addressed to certain NATO commands, will be identified by using LLLLL. Contact the local TCC if there are questions concerning SPECAT messages.

A2.13. Activities Not Served By AUTODIN. Messages addressed to activities (civilian firms, individuals, and some isolated units) not served by military communications facilities must be sent by other means (e.g., telegram, electronic mail, courier, postal, facsimile, etc.). For postal time see figure A2.1. It is the originator's responsibility to obtain this support. If in doubt about whether an addressee is served by military communications facilities, consult your local TCC.

A2.14. General Addressing Elements. Use the address listed in the directory services data base and the FAS listed in AFMAN 37-127. All address elements must contain the organization, geographical location, state or country. This address is followed by two slants, the FAS, followed by two slants. When the message is addressed to two or more FASs at the same organization, separate the FASs by a single slant. No punctuation is to be used in the address elements (except as stated in paragraph A2.12.6 and paragraph A2.12.7).

A2.14.1. FROM Element. Type the originator's PLA and FAS. Examples:

A2.14.1.1. FROM: HQ AETC RANDOLPH AFB TX//DO//

A2.14.1.2. FROM: HQ AIA KELLY AFB TX//DO/LG//

A2.14.2. TO Element. Type the PLA and FAS for the action activity or activities. Examples:

A2.14.2.1. TO: HQ AETC RANDOLPH AFB TX//DO//

A2.14.2.2. TO: HQ USAFE RAMSTEIN AB GM//DO/LG//

A2.14.3. Information Addressees. Will include the activity's PLA and FAS. All addressees appearing on successive lines after INFO are considered information addressees. Example:

FROM: HQ AMC SCOTT AFB IL//DO//
TO: HQ AETC RANDOLPH AFB TX//DP//
INFO HQ AFSPC PETERSON AFB CO//LG//
HQ USAFE RAMSTEIN AFB GM//LG//

A2.14.4. Nonelectrical Delivery. Addressees that will receive the message by means other than electrical (such as by mail or by messenger) are indicated by "ZEN." The message originator, not the TCC, is responsible for delivery of "ZEN" messages.

A2.14.5. AIG Use. Address Indicating Groups (AIG) must be indicated as action addressees. Additional addressees may be included in the address format. An AIG addressee can be exempted from receiving the message by using "XMT." If more than one addressee is exempted, do not type XMT. Example:

TO: AIG 479
HQ AETC RANDOLPH AFB TX//DO/DP//
INFO HQ AFSPC PETERSON AFB CO//DO/DP//
XMT HQ USAFE RAMSTEIN GM
KTTC KEESLER AFB MS

A2.15. Message Text:

A2.15.1. First Line. List the following information, in order, on the first line: security classification, special handling designators, flagwords, code-words, and exercise name. The order is adjusted accordingly if all elements are not used. Other indicators that affect security should be placed near the classification within the above order. Space once between each letter of the classification, except for unclassified. Classified messages addressed to US activities for distribution to non-US activities must include releasability statements following the classification (AFI 16-201, formerly AFR 200-9). Example: S E C R E T RELEASABLE TO NATO AS NATO SECRET.

★**A2.15.2. Second Line.** Include delivery instructions, subject, suspense, message division into parts, and references. (For USMTF message, these items have been incorporated into the message format as appropriate.) If used, they will appear in that order. They may be continued on subsequent lines of text.

A2.15.2.1. Delivery instructions identify the specific addressee to whom the message is to be delivered. Make them brief but clear. Type "FOR" followed by the name or position title when there is a specific person identified for delivery. Example:

UNCLAS
FOR MAJ CARL JONES

Type "PASS TO" to underscore or supplement format lines 7 or 8 for address instructions to protect the message to a particular organization/unit. Example:

ACC PASS TO 1ST BATTALION 2D REGIMENT

★A2.15.2.2. The subject line identifies the content of the message. All messages will have either a subject line consisting of "SUBJ" followed by a message subject, or in the case of USMTF messages, this line will be left blank. If used, the message subject should be brief and limited to one line. Omit the message subject if its use will cause an unclassified message to be classified, if it increases the length of a short message, or if the subject is readily apparent in the first line of text. If the message is classified, identify the classification of the subject by the appropriate classification symbol. Example:

A2.15.2.2.1. C O N F I D E N T I A L
FOR MAJ CARL JONES
SUBJ: OPERATION CLEAR SWEEP (U)

A2.15.2.2.2. C O N F I D E N T I A L
FOR MAJ JOHN BROWN
SUBJ

★A2.15.2.2.3. The action suspense indicates when the required action needs to be completed. Use it only when necessary. Type "SUSPENSE" followed by the required date. For USMTF messages, follow the format as contained in AFP 102-2, Vol I.

★A2.15.2.2.4. A message may be divided into parts when portions of the message do not apply to all addressees. For USMTF messages, follow the format as contained in AFP 102-2, Vol I. Example:

UNCLAS
FOR (if needed)
SUBJ: (if needed). SUSPENSE (if needed)
THIS MESSAGE IN THREE PARTS
PART ONE FOR PACAF,....
PART TWO FOR AETC,....
PART THREE FOR ALL

A2.15.2.2.5. References should be used only when they are essential. When references are used, type their identification on the second or subsequent lines of text. Include the reference subject only when needed. If reference is made to several messages, letters, memorandums, or other documents, type each on a separate line. Identify the references as A., B., and so on. When referencing a data pattern message, provide the CXC, time-of-file, and any other information (such as report control symbol (RCS)) that may help in identification.

★**A2.15.3. Main Body.** The main body should be brief. The length of a message directly affects the handling time within telecommunications channels. Use the paragraph format, standard punctuation, abbreviations, and digits as used in normal military correspondence. Begin all lines, including the first line of subparagraphs, flush with the left margin. For classified messages, all paragraphs and subparagraphs must be marked with their classification (DoD Regulation 5200.1/AFI 10-1101) in the same manner as normal correspondence. The last line of the text must include declassification or downgrading instructions. For exercise messages, the last words of the text will always be "EXERCISE," followed by the exercise identification and group markings. For USMTF messages, follow the format as contained in AFP 102-2, Vol I.

A2.16. Service Action Requests:

A2.16.1. General. Message recipients use AF Form 1026, **Service Action Requests**, to query the TCC about a specific message when the message is garbled, excessively delayed, or lost.

A2.16.2. Completing The Form. Complete the form as follows:

A2.16.2.1. "CITE NO." block. Enter the complete identification of the message. Example: HQ USAF/SCP291400ZSEP90.

A2.16.2.2. "DATE AND TIME OF REQUEST" block. Enter the date, month, year, and local time of the request.

A2.16.2.3. "TO" block. Enter the unit and FAS of your servicing TCC.

A2.16.2.4. "FROM" block. Enter your organization, FAS, and in parentheses, the name of the individual requesting the service action.

A2.16.2.5. "TYPE OF SERVICE ACTION DESCRIBED" block. Enter the type of service action requested. For example, "Request transmission, message unreadable" or Message not received by addressee/message tracer action."

A2.17. MINIMIZE. Users of AUTODIN must adhere to MINIMIZE when imposed for record communications in accordance with ACP 121 US Supp-1. The objective of MINIMIZE is to clear AUTODIN of traffic whose urgency does not require transmission by electrical means. Commanders at any level have the authority to impose MINIMIZE within their command or area of command responsibility unless specified or denied by appropriate higher authority. When MINIMIZE is imposed, commands will:

A2.17.1. Establish rigid procedures to ensure that record communications (narrative and data messages) which do not meet the MINIMIZE criteria are forwarded by other means (e.g., mail, courier). Record communications will not be held for transmission pending cancellation of MINIMIZE. This practice would seriously overload the network after the MINIMIZE is canceled.

A2.17.2. Require releasing officers to review all record traffic which has not been released and/or released but not yet sent by the TCC to ensure it qualifies for release under the provisions in force and the words "MINIMIZE CONSIDERED" are stated on the message release document. MINIMIZE CONSIDERED should never be part of the message text.

A2.17.3. When MINIMIZE is cancelled, commanders will ensure a review is made of the messages transmitted during MINIMIZE to check the effectiveness of MINIMIZE policies and procedures and take action to correct deficiencies.

FIJI ISLANDS Y	MIDWAY ISLAND X	ALASKA HAWAII W	YUKON V	CALIFORNIA U	NEW MEXICO T	TEXAS S	WASHINGTON DC (EST) R	NEWFOUNDLAND (EDT) Q	BRAZIL P	GREENLAND O	AZORES N	GREENWICH ENGLAND (UTC) Z	GERMANY A	EGYPT B	MOSCOW C	AFGHANISTAN D	INDIA E	EAST CENTRAL CHINA F	THAILAND G	VIETNAM H	JAPAN I	GUAM K	SOLOMON ISLANDS L	NEW ZEALAND M
1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800
1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900
2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000
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0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600
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1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200
1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300
1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400
1500	1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500
1600	1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600
1700	1800	1900	2000	2100	2200	2300	2400	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700

TIME ZONES

PREVIOUS DAY

SAME DAY

SAME DAY

NEXT DAY

SAME DAY

NEXT DAY

PREVIOUS DAY

NEXT DAY

(EST -- Eastern Standard Time) (UTC -- Universal Time Coordinated) (EDT -- Eastern Dayight Time)

To determine the DTG without having to constantly refer to this chart, find the total hours difference between your local time and "Z" time and add or subtract as follows:

First find your time zone, (ask your TCC if you are not sure of your zone), then count the number of time zones between your zone and the "Z" zone (include the "Z" zone in your count, but not your own zone). Finally, if your zone is to the left of "Z" zone on above chart, add the total number of zones to your local time; if your zone is to the right, subtract the number of zones from your local time. The result is "Z" time.

Example: Washington (R Zone) is five zones to the left of "Z" zone. Therefore, the DTG entry on a message originated in Washington D.C. would be local time plus five hours. Likewise, the DTG entry for a message originated in India would be local time minus five hours. (If Dayight saving time is in effect, add one less hour if you are to the left of "Z" time or subtract one more hour if you are to the the right.)

Figure A2.1. Comparative Time Chart.

ADDRESS INDICATING GROUPS (AIG) AND CATEGORICAL ADDRESSES
(★NOTE: The OPR for this attachment is HQ AFC4A/DLS.)

A3.1. Address Indicator Groups (AIG) Management. An AIG is a group of addresses to whom messages are frequently sent. Represented by a number, the AIG must not contain less than sixteen action and information addresses and not be used less than twice monthly. Use AIGs to reduce the number of addresses that must be shown in the message heading. ***NOTE:*** Existing AIGs in use as of May 1988 are exempt from this rule. When canceled or reassigned, the rule of sixteen becomes effective.

(AFRES) AFRESI 37-109, *Address Indicator Group (AIG)*, includes a listing of AFRES approved AIGs.

A3.1.1. The Air Force control authority for AIGs is HQ AFC4A/DLS, Scott AFB IL 62225-6343.

A3.1.2. The AIG manager is the agency responsible for the assignment and control of AIGs. AFPCA/DOR makes block assignments of Air Force AIGs to the AIG managers of HQ USAF, MAJCOMs, and FOAs. MAJCOM and FOA representatives, as command agency or agency AIG managers, are responsible for assignment and control of AIG blocks within their command. They may allocate AIGs to their intermediate command representatives who will act as subcommand AIG managers. Within their area of responsibility and for those AIGs they control, AIG managers will:

A3.1.2.1. Receive, check, and approve or disapprove requests for AIG assignments.

A3.1.2.2. Issue AIG numbers to requesting authorities.

A3.1.2.3. Keep a current list of AIG assignments. The list will contain each AIG number, its originating authority, complete mailing address, a point of contact, telephone number (DSN/Commercial), brief description of what the AIG will be used for, address composition, classification, and those authorized to use the AIG as designated by the applicable authority.

A3.1.3. The originating authority for an AIG is the activity to which the AIG manager assigns the AIG and the responsibility for its use and administration. In addition:

A3.1.3.1. AIG managers assign only AIGs that are needed and keep address composition current.

A3.1.3.2. Only authorized message originators use the AIGs.

A3.1.3.3. Addressees on all messages will be originated by the authorized users. (Copies will not be sent to the Air Force Control authority.)

A3.1.3.3.1. Modification of an AIG consists of addressee additions, deletions, and changes (not office symbol changes).

A3.1.3.3.2. Cancellation of an AIG consists of identifying AIGs that are no longer needed and publishing a notice that terminates their use. Canceled AIGs to be kept by the canceling authority must include the statement, "AIG XXXX is retained for future assignment by MAJCOM/GOA" in the cancellation notice.

A3.1.3.3.3. Recapitulations of an AIG consists of publishing an accurately revised total address composition. Do this when numerous modifications have been made, but at least once a year. All recapitulations should include a restatement of the information provided by the promulgation.

A3.1.3.3.4. Send establishments, modifications, cancellations, or recapitulations of their AIGs, that include Navy, Marine, and Coast Guard afloat or mobile units as addressees, to Naval Telecommunications Area Master Station Atlantic (NAVCAMSLANT), Norfolk VA 23511, and Naval Communications Area Master Station East Pacific (NAVCAMS EASTPAC), Honolulu HI 96818, for information.

A3.1.3.3.5. Maintain record of promulgations, modifications, recapitulations, and cancellations in accordance with local regulations. Provide copies of these to the servicing TCC on a timely basis. When addressees are added to the composition by modification, provide new members a copy of the promulgation or last recapitulation and any modifications that have been issued.

A3.1.4. Subordinate commands, activities, or components will request AIGs by sending a memorandum to the local AIG manager. Request should include:

A3.1.4.1. Identification of the command, activity, organization, and originating authority.

A3.1.4.2. Description, classification, purpose, and classification of the purpose of the AIG.

A3.1.4.3. Estimated frequency of use.

A3.1.4.4. Proposed list of addressees, including action and information addressees' FASs, authorized users, and the classification of the address composition.

A3.1.5. Use activities listed in the directory services data base for the address composition of AIGs. In addition:

A3.1.5.1. AIGs with less than sixteen addresses will not be created.

A3.1.5.2. FASs will not be used in the address composition unless clarifying instructions are included in the message text by the originator.

A3.1.5.3. Collective address designators, such as general message titles, will not be used. They may be used as an "add-on" addressee.

A3.1.5.4. Addressees of other nations, such as International Pact Organizations (IPO), non-DoD, or DoD addressees served by non-DoD TCCs will not be included. Allied or NATO message addressees may be included only as add-on addressees. The TCC serving the originator is responsible for notifying the message originator that a particular addressee is served by a non-US government TCC. The TCC and originator must ensure that message addresses that require application of a transmission release code (TRC) are not included in the composition of an AIG and must be included as an add-on addressee.

A3.1.6. Only the originating authority and those activities designated by the originating authority may use an AIG. The following applies:

A3.1.6.1. When an AIG has been authorized, message originators must put their address and FAS in the "from" element of the message.

A3.1.6.2. When addressing an AIG, FASs are shown externally. When FASs are added externally, they replace any contained within the AIG. If external FASs are used in conjunction with an AIG, the internal FASs will not be delivered to the addressee.

A3.1.6.3. If action addressees are changed to information addressees, or vice versa, the message originator states this in the message text.

A3.1.6.4. When two or more AIGs are used and an addressee is listed in more than one AIG, TCCs must prevent duplicate delivery. If the addressee of an AIG does not correspond to the desired addressees, add or exempt addressees, as necessary.

A3.1.6.5. Add-on addressees may not know the address composition of the addressed AIGs. If the originator thinks this information is important to the add-on addressees, the originator will provide them the address list on request.

A3.1.6.6. The TCC is not responsible for providing an addressee the composition of an AIG; such requests should be referred to the AIG manager.

A3.1.7. Addressees must tell their servicing TCC when they are included in an AIG and if they are authorized to use it. They must furnish the TCC a copy of any establishments, recapitulations, modifications, or cancellations of the AIG.

A3.1.7.1. AIG messages will not be readdressed, except in operational emergencies, unless the readdressing action is to addressees not included in the original transmission. If the operational urgency of the subject does not allow time for an AIG address composition review, the message may be readdressed with add-on addressees.

A3.1.7.2. If addressees determine that they no longer need to be included in an AIG or if their titles or addresses change, they will inform the originating authority by memorandum or message.

A3.2. Categorical Addresses:

A3.2.1. These addresses are used by an activity when corresponding with its subordinate units. They are either for a single type of unit (for example, "All USAFE Wings" or "All ACC Consolidated Base Personnel Offices") or a combination of units (for example, "All ACC Numbered Air Forces and the 1st Fighter Wing"). When established, include categorical addresses in supplements to this manual for easy reference.

A3.2.2. The following categorical addresses are established for use only by HQ USAF. Use one of these addresses with a FAS, preceded by a slash, or a functional element in parentheses:

ALMAJCOM-Is sent to all major commands (MAJCOM) only: for example, ALMAJCOM.

ALMAJCOM-FOA-Is sent to all MAJCOMs, field operating agencies (FOA), and direct reporting units (DRU): for example, ALMAJCOM-FOA/LG.

NOTE: To add selected FOAs to the distribution of an ALMAJCOM memorandum, list those FOAs after ALMAJCOM in the "TO" element of a memorandum: for example, ALMAJCOM AFISC AFAA (Manpower).

ALZICOM-Is sent to CONUS MAJCOMs only: for example, ALZICOM/IG.

ALZICOM-FOA-Is sent to all CONUS MAJCOMs, FOAs, and DRUs. For example, ALZICOM-FOA/SP.

NOTE: To add selected FOAs to the distribution of an ALZICOM memorandum, list those FOAs after ALZICOM in the "TO" element of a memorandum: for example, ALZICOM AFIS AFTEC AFAFC (Operations).

UNITED STATES MESSAGE TEXT FORMAT PREPARATION
(NOTE: The OPR for this attachment is HQ ACC/SMO-IS.)

A4.1. Introduction. This attachment provides the basic rules for United States Message Text Formatted (USMTF) messages. It is not intended to give specific procedures for drafting and distribution of all USMTFs. All messages (USMTF and General Service) have a heading, text, and ending. The heading and ending formats are in attachment 2. The body of the message is the only portion covered by USMTF rules. See the appropriate Annex of AFP 102-2, Volume I, for specific message USMTF. Use of software preparation aids, such as the Joint Automated Message Preparation System (JAMPS) is recommended for complex USMTFs. JAMPS is an Air Force developed standard software package with various output capabilities to produce an error-free USMTF. This includes the capability to create a message on a Standard Automated Remote to AUTODIN Host (SARAH) disk. The USMTF program objective enhances joint and combat effectiveness through standardization of message formats, data elements, and information exchange procedures. USMTFs result in the services using the same messages with the same information content. USMTFs thus provide commanders a common message format and common language--both indispensable to successful joint operations.

A4.1.1. AFP 102-2, Volume I, *Joint User Handbook for Message Text Formats (JUH-MTF)*.

A4.1.2. AFP 102-2, Volume II, *US Message Text Formats Self-Paced Training Pamphlet*.

A4.2. USMTF Text Components:

A4.2.1. Set. The set is the basic building block of all USMTF messages. A set is like a sentence. It contains information about one subject. The SET name tells the reader (and the computer) what information is in the set.

A4.2.2. Field. The field is the basic building block of a set. A set is made up of words. If the field has a descriptor, it describes the information in the field.

A4.2.3. Linear Set. Fields arranged in a line across the page form a linear set.

A4.2.4. Columnar Set. Fields arranged in columns (like columns of numbers in a table) form a columnar set.

A4.2.5. Free-Text Set. Free-text set allows use of "plain language" in a formatted message. Free-text set entries may be written in lines, columns, sentences or paragraph. Use whatever form is best to get your idea across. Use free-text sets to give additional details or information that doesn't fit into linear or columnar sets.

A4.2.6. Authorized Entry/Authorized Entry Code. Only authorized entry codes may be used in some fields. See Chapters 3 and 4 of the JUH-MTF for guidance. These entries are often abbreviations.

A4.2.7. Heading. Some sets are grouped under headings. These headings divide the message into several parts. Each part is a separate topic within the message.

A4.3. Allowable Characters. Listed below are the ONLY symbols allowed in a USMTF message:

A4.3.1. All alphabetic characters from A to Z. Use only capital letters, as lower case letters are never allowed.

A4.3.2. All numeric characters from 0 to 9.

A4.3.3. Blank characters (counted as a character).

A4.3.4. The following special characters:

A4.3.4.1. . Period or decimal point.

A4.3.4.2. , Comma.

A4.3.4.3. : Colon.

A4.3.4.4. (Open parenthesis.

A4.3.4.5.) Close parenthesis.

A4.3.4.6. ? Question mark.

A4.3.4.7. - Hyphen, dash, minus sign. This character is also called a "no data sign."

★A4.3.4.8. / Slash or slant. In a free text set, the slant can be used anywhere as long as two in a row (//) are not used except to end the set. In linear and columnar sets, single slants are used as field markers and double slants are used as end of set markers.

A4.4. Special Symbols:

A4.4.1. Field Marker. A single slant (/) indicates the start of a field. It goes before the field entry, must be on the same line with the first field entry, and it takes up one character space.

A4.4.2. End-of-Set Marker. A double slant (//) indicates the end of a set. It takes up two character spaces, and both slants must be on the same line. If a set ends on the last or next to last space in a line, put the // at the beginning of the next line. Do not use the // for anything other than an end-of-set marker.

A4.4.3. No Data Sign. The no data sign is a hyphen (-). Use it when a field entry is required but the information is unknown or not available. For example:

A4.4.3.1. A field designated as a mandatory field must contain an entry, even if the entry is only a data sign.

A4.4.3.2. A no data sign must be entered in a conditional/optional field if another field further along in the same set has an entry.

A4.5. Set/Field Usage Categories. All sets and fields have usage categories of mandatory, conditional, or optional. These categories specify if the set/field must contain an entry. The JUH-MTF, Chapter 3 Annex for each message lists the category for each set and field in the message.

A4.6. Message Preparation. Follow the instructions in attachment 2 to fill out the addressees, classification, and message CAVEATS. Begin the first line of the USMTF text on the second line below the last element used (addressee or CAVEATS). Type the first letter or special character or each line of text flush with the left margin, with a maximum of 69 characters on any line. Each USMTF message begins with a combination of the following initial sets. The order listed is the order they must be used.

A4.6.1. EXER or OPER (EXERcise or OPERation). For daily routine message traffic, neither set is used.

A4.6.2. MSGID (message ID). A mandatory set. It tells the reader which format to expect for the message and conveys information about the subject of the message.

A4.6.3. REF (REFerence). Identifies to the reader any previous communications or correspondence that affect the message. If no material is being referenced, this set is not used.

★**A4.6.4. AMPN (AMPlificatioN).** Used to amplify the previous set. If no amplification of the previous set is required, this set is not used.

★**A4.6.5. NARR (NARRative).** Used to provide information about previously used sets. If no additional information about the previous sets is necessary, this set is not used.

A4.7. Rules and Complex Structure. Numerous rules and complex structure of USMTFs requires the message drafter to use the appropriate annex of AFP 102-2, Volume I, or JAMPS. Formatting errors defeat the purpose of the USMTF program.

A4.8. General Messages. The following USMTFs are general administrative messages:

A4.8.1. Acknowledge (AKNLDG). Used to acknowledge receipt of a message and to indicate planned or accomplished action. Transmittal of the message implies understanding of the received message.

A4.8.2. General Administrative (GENADMIN). Used to pass administrative information. It is intended to allow reporting information not yet accommodated by other formatted messages (USMTF), and is not intended for use instead of existing USMTF messages.

A4.8.3. Message Change Report (MSGCHNGEREP). Used by the originator to cancel a message or add, delete, or change information contained in a previously transmitted message.

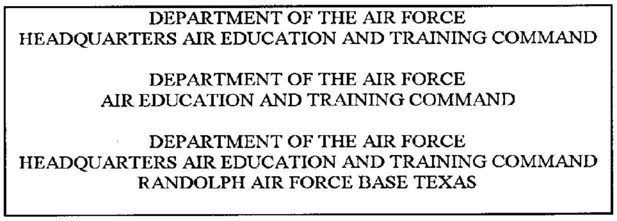
A4.8.4. Request for Information (RI). Used to request information from other units.

A4.8.5. Response to Request for Information (RRI). Used to reply to requests for information.

A4.8.6. Visit Request (VISITREQ). Used to request authorization to visit another command or organization for a specified purpose.

★**A4.9. JAMPS Software.** To obtain a copy of the JAMPS software, first check with your servicing communications center. If they do not have a copy, send your request to 1912 CSG/SCWC, 37 Elm Street, Suite 205, Langley AFB VA 23665-2091. Be sure to specify with DOS or UNIX (SunSPARC workstation) version.

VARIOUS FORMATS USED IN OFFICIAL COMMUNICATIONS

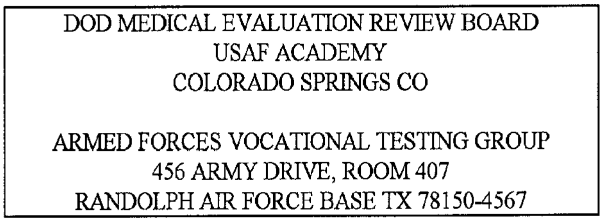


DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR EDUCATION AND TRAINING COMMAND

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR EDUCATION AND TRAINING COMMAND
RANDOLPH AIR FORCE BASE TEXAS

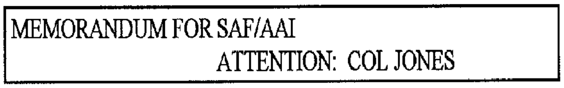
Figure A5.1. Printed Letterhead-Organization Name and Address.



DOD MEDICAL EVALUATION REVIEW BOARD
USAF ACADEMY
COLORADO SPRINGS CO

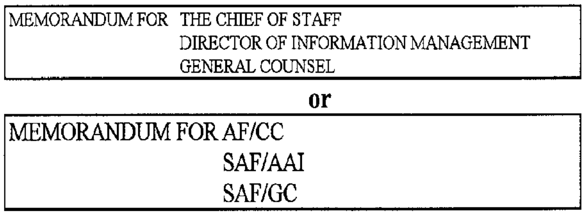
ARMED FORCES VOCATIONAL TESTING GROUP
456 ARMY DRIVE, ROOM 407
RANDOLPH AIR FORCE BASE TX 78150-4567

Figure A5.2. Letterhead for DoD Programs and Activities.



MEMORANDUM FOR SAF/AAI
ATTENTION: COL JONES

Figure A5.3. Captions With Attention Line.

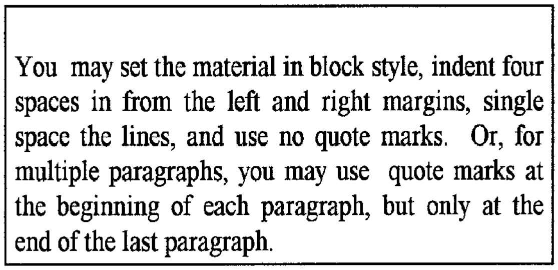


MEMORANDUM FOR THE CHIEF OF STAFF
DIRECTOR OF INFORMATION MANAGEMENT
GENERAL COUNSEL

or

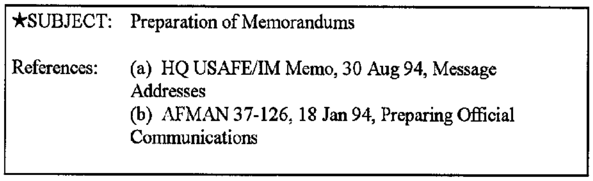
MEMORANDUM FOR AF/CC
SAF/AAI
SAF/GC

Figure A5.4. Captions for Multiple-Address Memorandum.



You may set the material in block style, indent four spaces in from the left and right margins, single space the lines, and use no quote marks. Or, for multiple paragraphs, you may use quote marks at the beginning of each paragraph, but only at the end of the last paragraph.

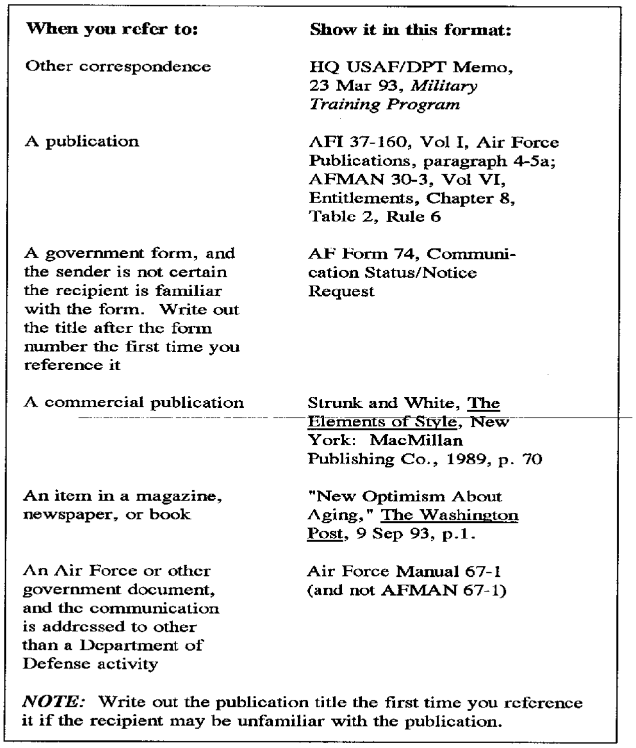
Figure A5.5. Long Quotations.



★SUBJECT: Preparation of Memorandums

References: (a) HQ USAFE/IM Memo, 30 Aug 94, Message Addresses
(b) AFMAN 37-126, 18 Jan 94, Preparing Official Communications

Figure A5.6. References-Placement.

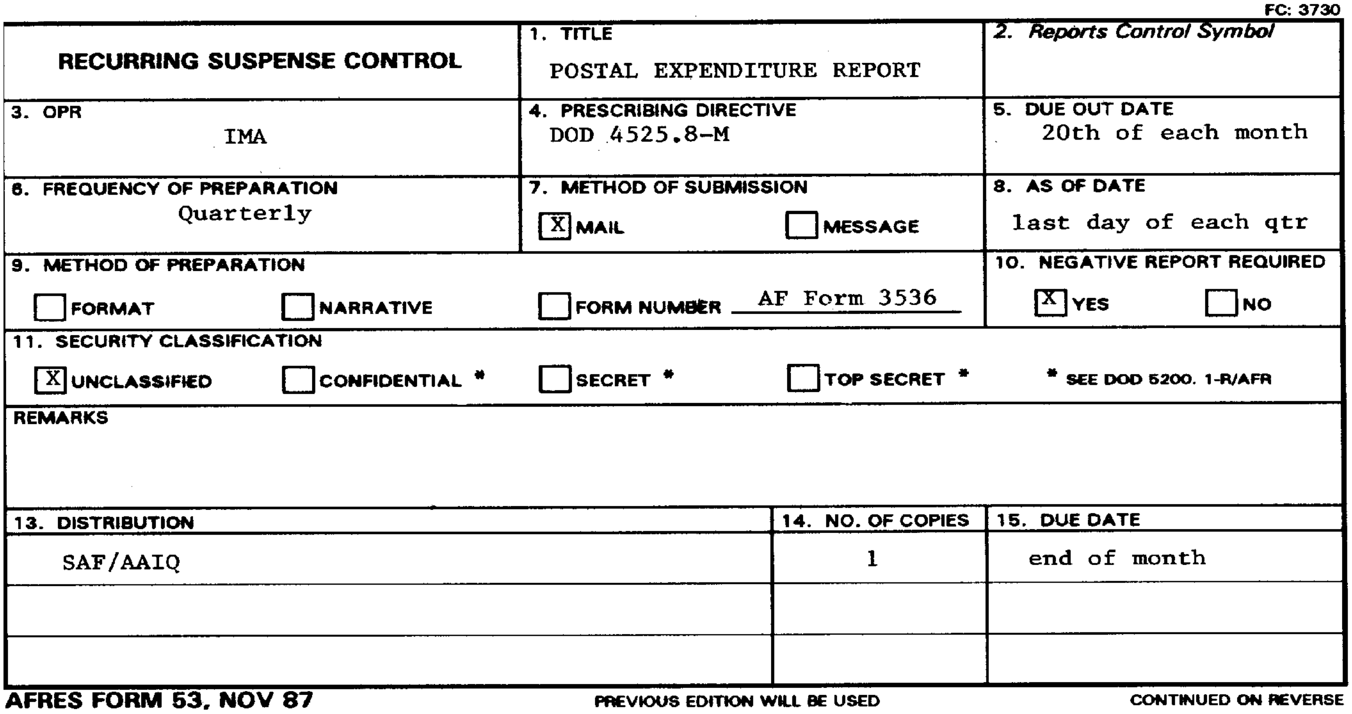


When you refer to:	Show it in this format:
Other correspondence	HQ USAF/DPT Memo, 23 Mar 93, *Military Training Program*
A publication	AFI 37-160, Vol I, Air Force Publications, paragraph 4-5a; AFMAN 30-3, Vol VI, Entitlements, Chapter 8, Table 2, Rule 6
A government form, and the sender is not certain the recipient is familiar with the form. Write out the title after the form number the first time you reference it	AF Form 74, Communication Status/Notice Request
A commercial publication	Strunk and White, The Elements of Style, New York: MacMillan Publishing Co., 1989, p. 70
An item in a magazine, newspaper, or book	"New Optimism About Aging," The Washington Post, 9 Sep 93, p.1.
An Air Force or other government document, and the communication is addressed to other than a Department of Defense activity	Air Force Manual 67-1 (and not AFMAN 67-1)

NOTE: Write out the publication title the first time you reference it if the recipient may be unfamiliar with the publication.

Figure A5.7. References-Formats.

(Added)(AFRES) SAMPLE AFRES FORM 53, RECURRING SUSPENSE CONTROL.



FC: 3730

RECURRING SUSPENSE CONTROL	1. TITLE POSTAL EXPENDITURE REPORT	2. *Reports Control Symbol*
3. OPR IMA	4. PRESCRIBING DIRECTIVE DOD 4525.8-M	5. DUE OUT DATE 20th of each month
6. FREQUENCY OF PREPARATION Quarterly	7. METHOD OF SUBMISSION ☒ MAIL ☐ MESSAGE	8. AS OF DATE last day of each qtr

9. METHOD OF PREPARATION
☐ FORMAT ☐ NARRATIVE ☐ FORM NUMBER AF Form 3536

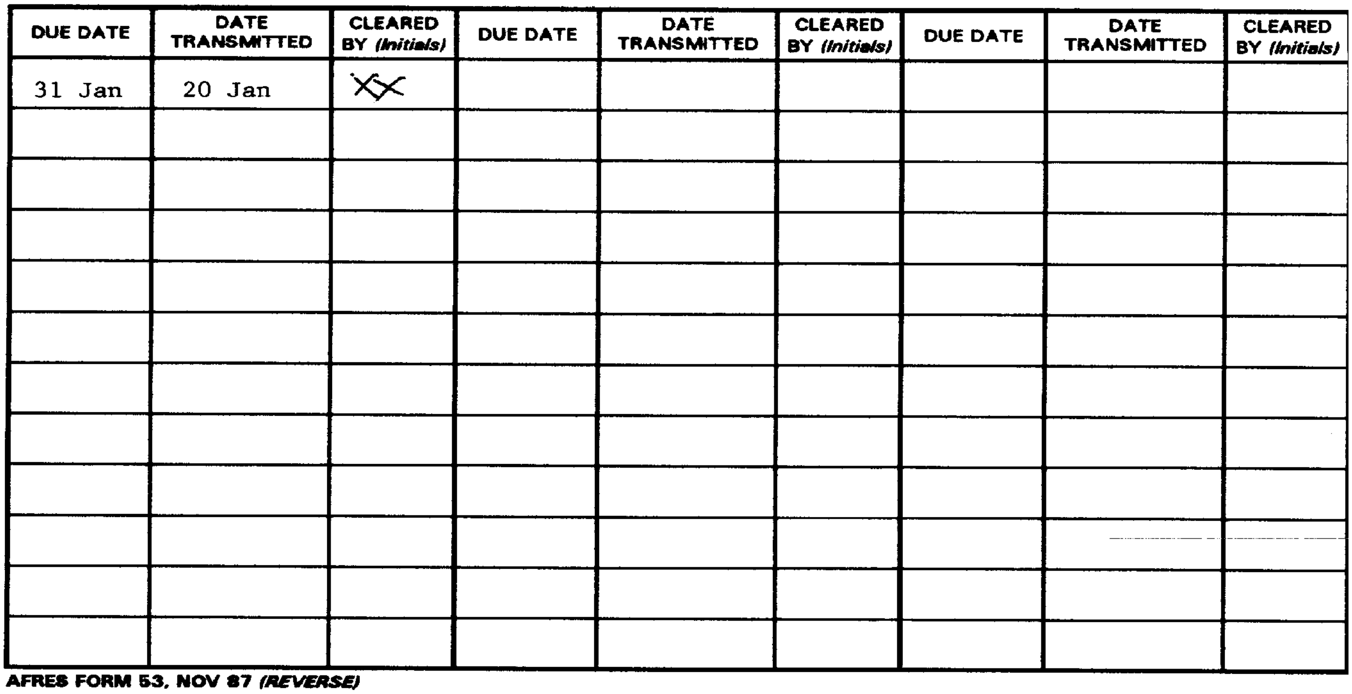
10. NEGATIVE REPORT REQUIRED
☒ YES ☐ NO

11. SECURITY CLASSIFICATION
☒ UNCLASSIFIED ☐ CONFIDENTIAL * ☐ SECRET * ☐ TOP SECRET * * SEE DOD 5200. 1-R/AFR

REMARKS

13. DISTRIBUTION	14. NO. OF COPIES	15. DUE DATE
SAF/AAIQ	1	end of month

AFRES FORM 53, NOV 87 PREVIOUS EDITION WILL BE USED CONTINUED ON REVERSE



DUE DATE	DATE TRANSMITTED	CLEARED BY *(Initials)*	DUE DATE	DATE TRANSMITTED	CLEARED BY *(Initials)*	DUE DATE	DATE TRANSMITTED	CLEARED BY *(Initials)*
31 Jan	20 Jan	XX						

AFRES FORM 53, NOV 87 ***(REVERSE)***

Attachment 6. Sample AFRES Form 53, Recurring Suspense Control.

(Added)(AFRES) COMMAND OFFICE SPECIAL INTEREST SUBJECTS

Communications on:

a. An emergency or disaster.

b. Congressional inquiries.

c. General officers or colonels assigned to AFRES on other than routine actions.

d. Items affecting or the possibility of affecting HQ AFRES mission, organization, plans, or policies.

e. Noncompliance with directives and reports of irregularities.

f. Requests for assistance or cooperation between HQ AFRES and major commands or comparable headquarters.

g. Complimenting or criticizing individuals or units assigned to AFRES.

h. Aircraft accidents/incidents.

i. Proposed staff visits to AFRES units or this headquarters.

j. Staff visits and inspection reports on this headquarters.

k. Welfare and morale.

l. Death and casualty assistance to personnel of AFRES.

m. Management surveys and analyses.

n. Senior service school assignments.

o. Incoming communications signed by general officers.

p. Taskings to the field.

(Added)(AFRES) COMMUNICATIONS REQUIRING COMMAND OFFICE SIGNATURE

a. The Commander's policy.

b. Members of Congress.

c. An expression or implied criticism of any AFRES organization.

d. Disposal of a request, other than routine, that has been signed by or is known to be of personal interest to a field commander.

e. Admonition or reprimand of officers.

f. Commendation or appreciation which a head of a staff office considers appropriate.

g. Officers in the grade of general or colonel unless determined to be routine by a head of a staff office.

h. Replies to correspondence signed by a general officer.

i. Announcement of awards to any AFRES organization.

j. Other correspondence when required by law or higher headquarters.

(Added) (AFRES) CATEGORICAL ADDRESSES FOR HQ AFRES STAFF AND UNITS/NUMBER REQUIRED FOR DISTRIBUTION/DISTRIBUTION CODES

A9.1. The following are the only categorical addresses authorized for use within HQ AFRES:

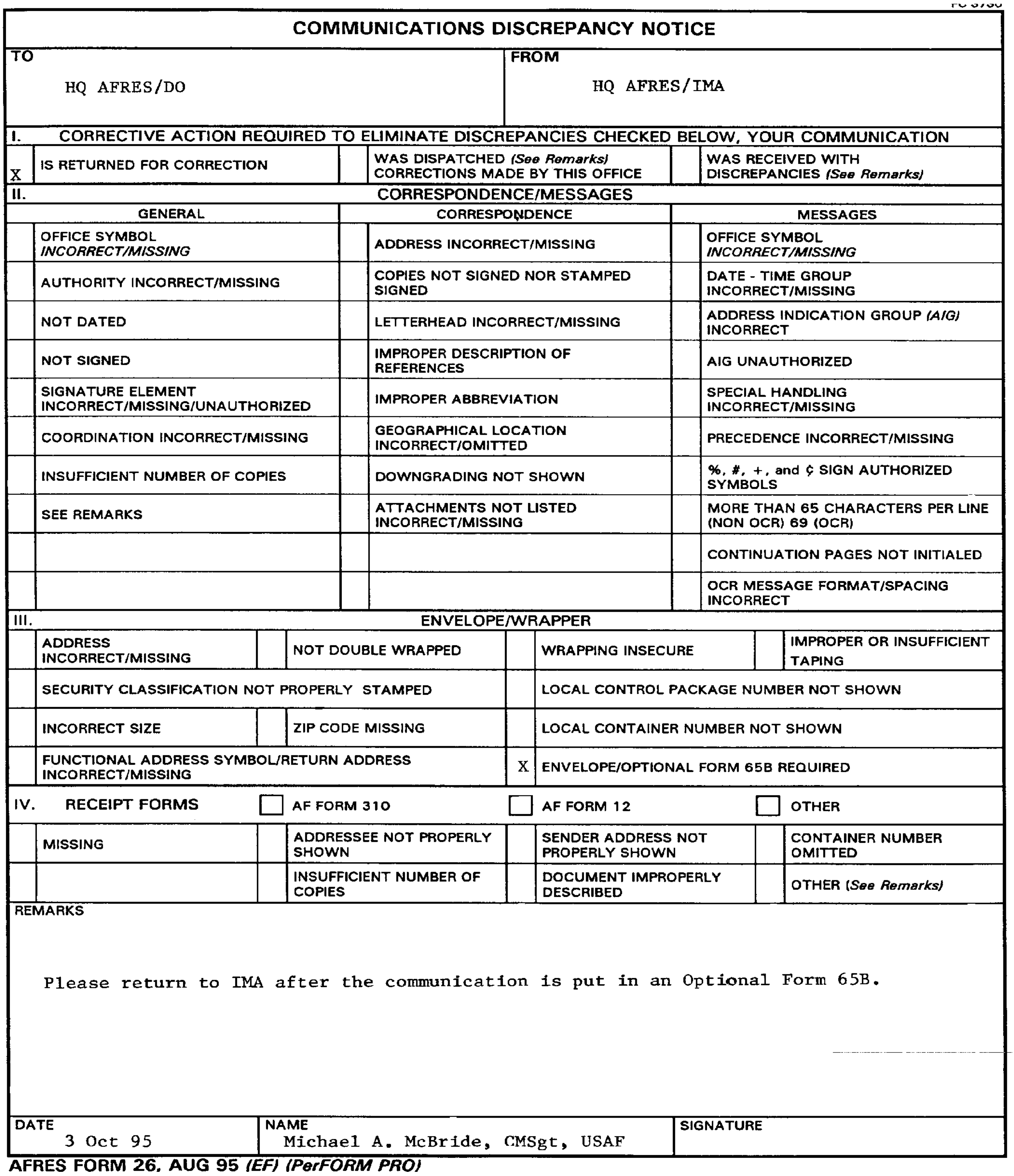
DISTRIBUTION CODE

a.	LIMITED STAFF (Directorates) (24 copies).	A
b.	STAFF AGENCIES (Staff Offices, Directorates, and Divisions) (100 copies)	B

A9.2. The following are the only categorical addresses authorized for HQ AFRES to use when corresponding with field units. ***NOTE:*** When used for message preparation, type in all upper case.

a.	NAFs, WINGS, and GROUP (51 copies).	C
b.	NAFs and AFRES BASES/STATIONS (14 copies).	D
c.	NAFs, WINGS, GROUPS, CLSSs, and USAF CONTINGENCY HOSPITALS (71 copies).	E
d.	NAFs and FLYING UNITS (106 copies).	F
e.	NAFs and CIVIL ENGINEERING UNITS (60 copies).	G
f.	NAFs and WEAPON SYSTEM SECURITY FLIGHTS (44 copies).	H
g.	NAFs and NON-AFRES CPOs SERVICING RESERVE UNITS (48 copies)	I
h.	AFRES RPDOs (49 copies).	J
i.	4 AF and 22 AF AIRLIFT WINGS and GROUP (18 copies)	K
j.	INSPECTOR GENERAL (IG REPORT) (154 copies).	L
k.	All AFRES MSS/MSI/IM/CESRH/DPM (43 copies).	M

(Added) (AFRES) SAMPLE AFRES FORM 26, COMMUNICATIONS DISCREPANCY NOTICE



COMMUNICATIONS DISCREPANCY NOTICE

TO HQ AFRES/DO	FROM HQ AFRES/IMA

I. CORRECTIVE ACTION REQUIRED TO ELIMINATE DISCREPANCIES CHECKED BELOW, YOUR COMMUNICATION

X	IS RETURNED FOR CORRECTION		WAS DISPATCHED *(See Remarks)* CORRECTIONS MADE BY THIS OFFICE		WAS RECEIVED WITH DISCREPANCIES *(See Remarks)*

II. CORRESPONDENCE/MESSAGES

	GENERAL		CORRESPONDENCE		MESSAGES
	OFFICE SYMBOL *INCORRECT/MISSING*		ADDRESS INCORRECT/MISSING		OFFICE SYMBOL *INCORRECT/MISSING*
	AUTHORITY INCORRECT/MISSING		COPIES NOT SIGNED NOR STAMPED SIGNED		DATE - TIME GROUP INCORRECT/MISSING
	NOT DATED		LETTERHEAD INCORRECT/MISSING		ADDRESS INDICATION GROUP *(A/G)* INCORRECT
	NOT SIGNED		IMPROPER DESCRIPTION OF REFERENCES		AIG UNAUTHORIZED
	SIGNATURE ELEMENT INCORRECT/MISSING/UNAUTHORIZED		IMPROPER ABBREVIATION		SPECIAL HANDLING INCORRECT/MISSING
	COORDINATION INCORRECT/MISSING		GEOGRAPHICAL LOCATION INCORRECT/OMITTED		PRECEDENCE INCORRECT/MISSING
	INSUFFICIENT NUMBER OF COPIES		DOWNGRADING NOT SHOWN		%, #, +, and ¢ SIGN AUTHORIZED SYMBOLS
	SEE REMARKS		ATTACHMENTS NOT LISTED INCORRECT/MISSING		MORE THAN 65 CHARACTERS PER LINE (NON OCR) 69 (OCR)
					CONTINUATION PAGES NOT INITIALED
					OCR MESSAGE FORMAT/SPACING INCORRECT

III. ENVELOPE/WRAPPER

	ADDRESS INCORRECT/MISSING		NOT DOUBLE WRAPPED		WRAPPING INSECURE		IMPROPER OR INSUFFICIENT TAPING
	SECURITY CLASSIFICATION NOT PROPERLY STAMPED				LOCAL CONTROL PACKAGE NUMBER NOT SHOWN		
	INCORRECT SIZE		ZIP CODE MISSING		LOCAL CONTAINER NUMBER NOT SHOWN		
	FUNCTIONAL ADDRESS SYMBOL/RETURN ADDRESS INCORRECT/MISSING			X	ENVELOPE/OPTIONAL FORM 65B REQUIRED		

IV. RECEIPT FORMS ☐ AF FORM 310 ☐ AF FORM 12 ☐ OTHER

	MISSING		ADDRESSEE NOT PROPERLY SHOWN		SENDER ADDRESS NOT PROPERLY SHOWN		CONTAINER NUMBER OMITTED
			INSUFFICIENT NUMBER OF COPIES		DOCUMENT IMPROPERLY DESCRIBED		OTHER *(See Remarks)*

REMARKS

Please return to IMA after the communication is put in an Optional Form 65B.

DATE 3 Oct 95	NAME Michael A. McBride, CMSgt, USAF	SIGNATURE

AFRES FORM 26, AUG 95 ***(EF) (PerFORM PRO)***

Attachment 10. Sample AFRES Form 26, Communications Discrepancy Notice.